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ABSTRACT

Guidelines and procedures for fund raising and the acceptance of gifts at Tidewater Community College (TCC) are presented in this manual. First, general information is provided on the acceptance of gifts of cash, securities, real estate, insurance, personal property, equipment, and gifts requiring the expenditure of funds. Next, general procedures are outlined for record keeping and accounting, requests for information from external sources, acknowledgement of gifts, general fund raising activities, student organizations, and media and publicity. The following sections provide detailed information on the procedures for: (1) accepting gifts of cash or by check; (2) accepting gifts of equipment, supplies, and other items that require an appraisal of value; (3) accepting gifts from non-profit organizations; (4) accepting anonymous gifts; (5) creating a memorial fund; (6) directing and accepting honoraria; (7) establishing scholarship funds; (8) fund raising by student organizations; (9) initiating a payroll deduction; and (10) naming the TCC Educational Foundation, Inc., as beneficiary to an estate, in other forms of planned giving programs, as owner and beneficiary of life insurance policies, or as owner, co-owner, or beneficiary of United States Payroll Savings Bonds. Forms, instruction sheets, memoranda, and letters concerned with particular fund raising and donation activities are included in the report and appendices. (HB)

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GUIDELINES MANUAL for FUND RAISING and DONATIONS

Tidewater Community College Educational Foundation, Inc.

JC 840 230

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This manual is an internal, working document to assist college and campus administrators, faculty, and support staff in handling the procedures to facilitate acceptance of funds for the College. It is not intended to be a "how to raise money" booklet.

The manual will be revised July-August of each year as needed. Addenda will be provided as needed and as changes are made.

GUIDELINES MANUAL

FOR

FUND RAISING AND DONATIONS ©

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC.

October 1983

Dr. George B. Pass
President
Tidewater Community College

Dr. Cheryl Wax Creager
Executive Director
TCC Educational Foundation, Inc.

Mrs. Teresa T. Fansler
Secretary

Your VISA or MASTERCARD
may be used to make donations to
the TCC Educational Foundation.

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INTRODUCTION

It is the primary objective of the Foundation Office to create as positive an environment as possible in which to cultivate gifts to the College

The Educational Foundation Office exists to assist each campus in its fund-raising and friend-raising activities. The Foundation will gladly provide support services to each campus based on the availability and constraints of staff, resources, and time.

The basic responsibilities of the Foundation Office include providing support for fund-raising activities among the campuses, acting as the coordinating office for fund-raising activities and projects, accepting gifts on behalf of the Foundation and the College, establishing standards of gifts and giving programs, creating and implementing procedures for soliciting and accepting gifts, and providing public relations support for Foundation-related activities in cooperation with the Informational Services Office of the College.

Each of the responsibilities of the Foundation will be carried out under the direction and approval of the Tidewater Community College Educational Foundation Board and the president of the College.

The general information section of the Guidelines Manual will provide additional information for the College staff member concerned with fund raising. The full manual details the various procedures for generating and accepting donations.

GENERAL INFORMATION

Acceptance of Gifts

Each individual or group interested in making a gift to the Foundation should be encouraged to do so. However, it is important that college staff realize that not all gifts are of a nature that can be utilized by the College in its fund-raising program.

Each of us must be very careful not to discourage or cause a potential donor to feel negative toward the College. In an effort to alert college personnel to the types of gifts that can be easily accepted and to those that may cause problems, the following information is provided.

Gifts of Cash

Cash gifts are always easily and willingly accepted.

Gifts of Negotiable Securities

Gifts of securities are usually easily accepted, but should be handled with the advice of the donor's attorney and/or CPA to ensure appropriate tax benefits.

Gifts of Real Estate

Gifts of real estate can create certain legal problems both for the donor and for the Foundation unless they are handled in a special manner. Gifts of this type must go through a more rigorous approval process. Please do not discourage this type of gift, but do alert and involve the Foundation director immediately.

Gifts of Insurance

Donors may name the Foundation as both owner and beneficiary of life insurance contracts of a variety of types. This type of deferred gift should be arranged with the advice of both the donor's attorney and tax advisor. The Foundation director should be alerted and involved from the inception of the idea of such a gift.

Gifts of Estate Planning

If you become aware of a prospective donor to the Foundation who indicates a desire to include the Foundation in an estate plan, please contact the Foundation director immediately. This is a complicated and legally involved process requiring the advice of the donor's attorney, CPA and/or tax advisor.

Gifts of Personal Property
Art, Books, Antiques, and Other Like Items

Gifts of personal property with values that would require a prior appraisal or official estimate of value should be approved before they are accepted on behalf of either the College or the Foundation. Please notify the Foundation director immediately when a gift of this nature is brought to your attention.

Gifts of Equipment, Supplies, Software, and Other Like Items

Gifts of equipment of all types (new and used), supplies, computer software, and other similar items from an individual or from a business will require a prior appraisal or official estimate of value. As in gifts of personal property, to protect the donor's interests with respect to the Internal Revenue Service, the donor must provide an official appraisal or estimate of value with the gift.

Gifts of this nature also require prior approval from the College to accept. Forms are available for this approval through the campus business offices.

Please notify the Foundation Office immediately when such gifts are potentially forthcoming.

Gifts of equipment, supplies, software, and other like items will be handled through the campuses.

Gifts With "Strings"

Neither the College nor the Foundation can accept gifts of any type given with restrictions that would violate local, state or federal laws or policies of discrimination. Also, gifts that would require designations and/or restrictions contrary to college policy cannot be accepted.

Gifts that would be given with restrictions and/or designations that may demonstrate or facilitate a conflict of interest cannot be accepted.

Gifts Requiring Additional Expenditure of Funds

Depending on the nature of the gift, gifts that would require additional expenditure of funds may not normally be accepted. However, each prospective gift will be judged and approved on a case-by-case basis. An example of this type of gift would be art or jewelry that would require special facilities to house and protect it. Another example would be undeveloped land that would require a yearly expenditure of funds for real estate taxes.

Please notify the Foundation director if such gifts are proposed by a prospective donor.

Record Keeping and Accounting

All record keeping and accounting is handled through the District Accounting Office and is regularly audited as required by both the Foundation By-Laws and by the Virginia Community College System.

The Foundation Office maintains general, unofficial records of all transactions. These records are confidential in nature. All District Accounting records are confidential in nature as they relate to the Tidewater Community College Educational Foundation, Inc.

Donors may be assured that their gifts are confidential in nature and that publicity related to their gifts will be released only with their prior approval.

Each campus has a separate record of donations, gifts, and interest accrual for funds credited to each respective account. Interest accruals cannot be provided either on a daily or monthly basis, due to the complexity of the bookkeeping process. However, if occasional quarterly reports are required they can be arranged. The normal reporting process will be semi-annually and annually.

All inquiries regarding campus totals, individual account records, interest accruals, and other related information should be made directly to the Foundation Office. The request will then be processed through District Accounting.

Each request will be handled promptly and accurately. Your cooperation in making reasonable requests for account totals only on a periodic basis will be appreciated. It is the intention of the Foundation to have all accounting records on data processing equipment within a year in order to provide more frequent reports. Currently, all records and reports are maintained by hand.

Requests for Information from External Sources

If a campus or any individual college staff member receives a request for information related to Foundation activities, please refer them to the Foundation director.

If you receive a survey form asking for fund raising totals or other statistical data related to Foundation activities, please forward it to the Foundation Office.

Acknowledgement of Gifts to the Foundation

The Foundation Office will provide official receipts and will prepare a prompt acknowledgement letter to all donors for gifts of all types that are received directly by the Foundation.

For gifts of equipment, supplies, and software that are approved and accepted directly by a campus, the receipt and acknowledgement letter will be prepared by the campus administration. A copy of the acknowledgement letter from the provost's office should be sent to the Foundation Office so that a follow-up acknowledgement can be sent.

All acknowledgements for any type or size of gift to the College or to the Foundation should be acknowledged within twenty-four hours of its receipt.

General Fund-Raising Activities

Campus offices and divisions are requested to notify the Foundation Office on any matters relating to fund-raising activities.

The Foundation Office staff will provide support services to assist the campuses in fund raising.

Please copy the Foundation Office on any memoranda that reference or affect Foundation activities sent between the campus administrative offices and District Accounting or other administrative offices.

Educational Foundation Committees

Each campus Educational Foundation Committee should meet at least once per quarter and more often as needed.

The Foundation director is available to work with each committee to facilitate fund-raising plans and activities.

The director should be invited to attend each meeting.

Campus Administrative Staff Meetings, Division Meetings, and Campus Council Meetings

The Foundation director is available to present the objectives of the Educational Foundation and to discuss fund-raising programs.

The director will gladly speak at any campus division meeting, administrative staff meetings, or Campus Council meetings as needed or as requested.

Curriculum Advisory Committees

Please notify the Foundation Office of any changes in the curriculum advisory committee membership.

The Foundation director would appreciate being invited to all curriculum advisory committee meetings to present the Foundation objectives. As the composition of these committees changes, it is important that all new members be made aware of the Educational Foundation and its needs on behalf of the College.

As each yearly membership roster is prepared, please forward a copy of it to the Foundation Office so that our records can be properly updated.

Student Organizations

In cooperation with the dean of Student Services at each campus, the Foundation Office will assist in developing and supporting appropriate fund-raising activities.

Within this guidelines manual you will find a section on Student Organization Fund Raising that provides more detail on this type of activity.

Please copy the Foundation Office on any memoranda or correspondence that references or affects fund raising.

Media, Promotion, Brochures, Printed Matter

The Foundation Office will assist the campuses in bringing public attention to planned campus events and to special donations that are received by a campus.

In cooperation with the District Informational Services Office and the Continuing Education Office at each campus, appropriate news releases can be prepared and distributed. In special circumstances, on-site media coverage can be arranged where appropriate.

The Foundation staff is available to assist in the development of brochures and other printed matter that relate directly to fund-raising activities. Work of this nature will be coordinated through the District Informational Services Office.

Brochures and printed matter developed by the Foundation Office to be used on a college-wide basis are available in bulk supply. Please contact the Foundation Office for additional copies of such materials.

If an unusually large supply of a certain brochure or other printed item is required, please notify the Foundation Office at least three weeks in advance of your need to allow enough time for reprinting the material if required.

Forms

The various forms that are described and referenced in this guidelines manual are available directly from the Foundation Office in bulk supply.

Copies of each form may also be obtained from the campus Business Office.

A sample of each form referenced in this manual can be found in the appendices of this booklet.

Please call the Foundation Office for additional information or clarification of any section of this guidelines manual.

It is impossible to describe and cover each variable in any fund-raising activity. We have attempted to anticipate as many of the variables as possible; however, unusual circumstances may arise.

We look forward to providing whatever assistance you may need. Your cooperation and support in helping the College and the Foundation through fund raising is sincerely appreciated.

Accepting Gifts of Cash

or

Gifts by Check

■ GIFTS OF CASH OR GIFTS BY CHECK

When an individual, business, agency or organization indicates a desire to make a gift of cash or a gift by check, the college staff member receiving the gift would:

Summary of Steps to Accept Cash/Checks

- o Discuss the gift and determine if it will be undesignated or designated to a special program, campus or use
- o Encourage donor to use a check rather than cash
- o Accept the gift on behalf of the Foundation and provide appropriate documentation to the donor
- o Complete the donor acknowledgement form and the transmittal memorandum, dorwarding copies to the Foundation as described
- o Appropriately handle the funds, forwarding them to the Foundation Office as described later in this section
- o Notify the Foundation Office that a gift is forthcoming

Forms Used in Accepting Cash or Checks

Transmittal Memorandum (TCCEF-03/83)

Describes the donor and any organizational affiliation and provides notation of the type and amount of the gift; describes any designation that the donor wishes to make.

Acknowledgement Form (TCCEF-04/83)

Provides the donor with an interim acknowledgement of the gift; provides the full name, organizational affiliation if any, mailing address of the donor; indicates the amount of the gift and identifies the College representative that has accepted the gift on behalf of the Foundation.

■ GIFTS OF CASH OR GIFTS BY CHECK

The following information describes the process that a college representative should follow to assist the donor in making a gift of cash or a gift by check.

1. Discuss the gift with the donor to determine whether it will be undesignated or designated for a special purpose. A partial list of possible designations would include:

    a. A particular campus

    b. District Office or to the Foundation Office

    c. Academic program area

    d. Service area

        Student Services, Learning Resources, Continuing Education, Cooperative Education, etc.

    e. A specific scholarship fund (existing or new)

    f. Equipment

        General or specifically named

    g. A special fund or project

        Memorial fund, landscaping project, or special purpose association within the College

    h. A special use

        Professional development, travel, job development, public relations, public information, printing, or for social purposes

2. Encourage the donor to use a check (personal, cashier's or company) rather than cash. (Special information for group collections for gifts is discussed later in this section.)

    All checks are made payable to the TCC Educational Foundation, Inc. The donor may wish to make a notation on the memo line of the check to indicate a campus or special fund for application of the gift. However, the transmittal memorandum should still accompany the gift.

GIFTS OF CASH OR GIFTS BY CHECK (Continued)

3. Accept the gift on behalf of the Foundation, providing appropriate documentation of acceptance.

   a. This documentation protects the college representative accepting the funds and provides important information to the Foundation Office for acknowledgement and application of the gift.

   b. Forms to be completed

      1. Transmittal Memorandum (TCCEF-03/83)

         Provide the donor's full name, courtesy title, organization title, organization name, and complete mailing address. Indicate the size and type of gift and any designation desired by the donor. Specific instructions for completing this form are included in the appendices of this manual.

      2. Acknowledgement Form (TCCEF-04/83)

         Provide this form to the donor after completing the sections on name, organizational affiliation if applicable, mailing address, the size and type of gift. Your signature, name, title and campus are important if you must be contacted to gain additional information about the donor. Specific instructions for completing this form are included in the appendices of this manual.

         This form provides the donor with an interim acknowledgement of the gift until the official receipt and acknowledgement letter are sent by the Foundation Office.

4. Forward the gift, together with appropriate copies of the transmittal memorandum and the acknowledgement form, to the Foundation Office, using the college courier service.

   Cash or checks should be placed in a sealed envelope prior to being put in the courier envelope. Cash should not be sent through the U.S. mail. If a donor wishes to mail a check through the U.S. mail, encourage the donor to use the registered service.

GIFTS OF CASH OR GIFTS BY CHECK (Continued)

5. Provide the donor with the appropriate copy of the interim acknowledgement form and transmittal memorandum.

   A copy of each form follows this section. Specific instructions for completing the forms are included in the appendices of this manual.

   Transmittal Memorandum
   Gifts of cash or gifts by check — Form #TCCEF-03/83

   Acknowledgement Form
   Gifts of cash or gifts by check — Form #TCCEF-04/83

6. Special Circumstances - Collections from Groups

   a. List the name, address and amount of gift for each donor

   b. Provide the acknowledgement form and transmittal memorandum copies to a designated individual for the group. Please identify this person on the list of names being sent to the Foundation Office for future contact with the group.

      If the group is a student organization, provide the copies to an officer of the group or to the faculty advisor. If the group is a class, provide copies to the faculty member. If the group is an employee group outside of the College, provide the copies to a designated individual.

   c. A list of donors, addresses, and amounts of each gift is important, as each person should receive an official receipt and an acknowledgement letter from the Foundation Office.

7. If you or the donor have any questions regarding the procedure for accepting gifts of cash or gifts by check, please call the Educational Foundation Office.

8. Your assistance and cooperation in accepting gifts on behalf of the Foundation is appreciated. We make every attempt to mail the official receipt and the formal acknowledgement letter to each donor within two working days of the receipt of any gift.

   You can assist us further by promptly processing any donations that are received on the campus or within the community.

THE TRANSMITTAL MEMORANDUM
GIFTS OF CASH OR GIFTS BY CHECK
(Instructions for Completing the Form)
Form #TCCEF-03/83

- Gifts from an Individual
- Gifts from a Business, Agency or Organization

General Information

Please print or type the information on this form so that accurate and readable records may be kept for each donor. It is from this form that the formal acknowledgement letter and the official receipt are generated. This transmittal memorandum also provides information for the Accounting Office in correctly crediting any designated gifts to a campus, program area, or other special application.

Instructions

1. Print or type the donor's full name (including any courtesy title of Dr/Mr/Mrs/Ms/Miss), address and telephone numbers. If the donor is a business, agency, or organization, include the title of the person representing the organization, the organization name, address, phone, and extension.

2. Indicate the amount of the gift in figures and check whether the gift is being made in the form of cash or check. Include the check number on the form.

3. Indicate whether the gift is undesignated or designated. Assist the donor in describing in detail any designation to be made for the gift. You may attach additional sheets to this form if needed.

4. Ask the donor to sign the form (hard-point ink or ballpoint pen for multiple copies) and date it.

5. As the college representative of the Foundation, you must sign the form to indicate that you have accepted the funds on behalf of the Foundation.

6. Provide the donor with the appropriate copy of the form and distribute the remaining copies as indicated.

(Continued)

7. Distribute the multiple copies as follows:

Original	Foundation Office
First Copy	Donor
Second Copy	Your file as the recipient of funds
Third Copy	Foundation-Accounting Office
Fourth Copy	Foundation-Campus Provost

8. Please check each signature to be sure that it has carried through to the multiple copies. Check other information on the form for accuracy as verified by the donor so that proper application of the funds can be made.

9. Forward the transmittal memorandum, supporting documentation, the donation of cash or check, and multiple copies as appropriate, to the Educational Foundation Office.

Your cooperation in assisting the Foundation with the acceptance of gifts and in processing the paperwork is sincerely appreciated.

The Foundation Office makes every effort to prepare and mail the official receipt and an acknowledgement letter to each donor within two working days of our receipt of funds. Your help in handling gifts promptly is very important to our work.

TRANSMITTAL/COVER MEMORANDUM
FOR GIFTS OF CASH OR GIFTS BY CHECK
(Individuals or Organizations)
Form TCCEF-03/83

TO: TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.
District Office
Tidewater Community College
Portsmouth, Virginia 23703

DATE: _____

Donor's Name _____

Company/Organization Title _____

Company/Organization Name _____

Mailing Address _____

_____ Zip _____

Telephone Residence ( ) _____

Office ( ) _____

Enclosed is a gift of $_____ in the form of

□ cash or □ check #_____.

This donation is made to the Tidewater Community College Educational Foundation, Inc., a non-profit, charitable organization, chartered by the Commonwealth of Virginia and approved by the IRS under Section 501(c)(3) of the Internal Revenue Service Code.

Please accept this gift in the following manner:

□ Undesignated so that it may be used by the Educational Foundation where needs are the greatest

□ Designated to the following special fund, campus, program area, scholarship, or as otherwise described below:

_____
_____
_____
_____
_____
_____

It is my understanding that an official receipt and an acknowledgement letter will be mailed to the address provided in this transmittal memorandum.

Signature of Donor or Representative _____

Date _____

Signature/College Staff Member _____

Enclosure
TCCEF-03/83

THE ACKNOWLEDGEMENT FORM
GIFTS OF CASH OR GIFTS BY CHECK
(Instructions for Completing the Form)
Form #TCCEF-04/83

- Gifts from an Individual
- Gifts from a Business, Agency or Organization

General Information

This form is used both for an individual and for an organization making a gift of cash or a gift by check.

When the donor is an individual, the lines for company/organization, title, and name would be left blank.

When the donor is an organization, please be sure to indicate the name of the person representing that company or organization, and include the person's full title within the organization.

Please print or type the form so that accurate and readable records may be kept on each donor. This form represents the College and the Foundation for the donor's records. It is critical that the information be readable and correct.

Instructions

1. Print or type the donor's full name (including any courtesy title of Dr/Mr/Mrs/Ms/Miss), company/organization title and name if applicable, mailing address, and telephone numbers.

2. Provide the date that you accepted the gift.

3. Indicate the amount of the gift in figures and further describe the gift as needed (bond numbers, stock certificate numbers, or other identifying information on negotiable securities).

4. As the recipient, you must sign the form (■) indicating that you have accepted the gift on behalf of the Foundation.

5. Complete the information requested at the bottom of the form. This information will allow the Foundation Office to gain additional details regarding the donor and the gift and to appropriately allocate the funds received (if the gift is designated).

(Continued)

6. Check the multiple copies of the form to be certain that the information has carried through to all copies.

7. Distribute the multiple copies as follows:

Original	Donor
First Copy	Foundation Office
Second Copy	Your file as the recipient of funds
Third Copy	Foundation-Accounting Office
Fourth Copy	Foundation-Campus Provost

8. Give the original copy to the donor with his/her copy of the transmittal memorandum. Provide the donor with a copy of the check or a copy of the list of donors (on a collection from groups) or a copy of a talley of monies donated. It is most important in a financial transaction that both parties receive copies of the appropriate documents.

9. Please forward to the Foundation Office all appropriate copies of the acknowledgement form (first, third and fourth), appropriate copies of the transmittal memorandum (original, third and fourth), and any supporting documentation.

   Include the check or cash with this packet. Cash or checks should be placed in a separate sealed envelope before being forwarded through the College courier mail service.

10. If you have any questions regarding this form or the procedure for completing the acceptance of a gift of this type, please call the Foundation Office.

Your cooperation in assisting the Foundation with the acceptance of gifts and in processing the paperwork is sincerely appreciated.

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC.
Portsmouth, Virginia 23703

DISTRICT OFFICE
(804) 484-2121

ACKNOWLEDGEMENT OF DONATION

Donor's Name _____

Company/Organization Title _____

Company/Organization Name _____

Mailing Address _____

_____ Zip _____

Telephone Residence ( ) _____

Office ( ) _____

Date Gift Received _____

On behalf of the Tidewater Community College Educational Foundation, Inc. your kind donation of $_____ in the form of _____

_____

_____

_____

is gratefully acknowledged.

This gift will be forwarded to the Educational Foundation Office in your name with the transmittal memorandum, including your instructions for the use of these funds. This interim acknowledgement is not a receipt. The official receipt will be mailed to you from the Educational Foundation Office.

Tidewater Community College and the TCC Educational Foundation sincerely appreciate your gift in support of the College, its students and its services to the community.

Signature of College Staff Member Accepting the Gift

■ _____

College Representative Name _____

Title/Position/Office _____

Campus and Telephone Extension _____

VIRGINIA COMMUNITY COLLEGE SYSTEM VCCS

TCCEF-04/83

Gifts of Equipment, Supplies and Items

that Require

Prior Appraisal of Value

■ GIFTS OF EQUIPMENT, SUPPLIES AND ITEMS THAT REQUIRE PRIOR APPRAISAL OF VALUE

When an individual, business, agency or organization indicates a desire to make a gift of equipment, supplies, or other items that require a prior appraisal or estimate of value, the college staff member assisting in the acceptance of this type of gift would:

Summary of Steps to Accept Equipment, Supplies, Items Needing Appraisal

- Discuss the proposed gift with the prospective donor
  - determine the nature and type of gift
  - if you feel you need advice or additional procedural information, call the Foundation Office
  - determine if the donor intends to make the gift as undesignated or whether it will be designated to a campus, a program, or to some other special application
- Advise the donor that gifts of other than cash or checks are welcomed by the College, but that by the nature of the type of gift, special handling is required:
  - such gifts need approval by the College and/or the Foundation before they can be accepted
  - for the protection of the donor, a prior written appraisal or certified estimate of value must be submitted with the gift (equipment, supplies, art, securities, real estate, and other such gifts)
- Advise the donor of this type of gift that the College, its staff (administrative, faculty, or classified), and the Foundation Office are not certified appraisers. We cannot "guesstimate" values of gifts of this nature that would possibly require substantiation in an IRS audit of the donor's taxes. It is critical that as responsible staff members we make every effort to protect the donor in making this type of gift.
- Advise the donor that certified appraisers (art, real estate, equipment, and like items) are available in the Tidewater area and can provide the necessary estimates of value for such gifts. It is the responsibility of the donor to obtain a written estimate or appraisal of value to be submitted with the gift.

GIFTS OF EQUIPMENT, SUPPLIES AND ITEMS THAT REQUIRE PRIOR APPRAISAL OF VALUE (Continued)

- Advise the donor that it is most important that he or she consult with a tax attorney, accountant, or tax advisor regarding the IRS regulations for this type of gift as they relate to the donor's tax and financial circumstances.

- Advise the donor that acceptance of this type of gift takes longer to process, as it requires prior approval to accept (VCCS 101) and requires a written appraisal or estimate of value from the donor. The College will make every effort to assist the donor in making the donation with the least difficulty.

- Official receipts for gifts of this type should not be provided to the donor until the written estimate or appraisal of value is on file with the campus Business Office and/or the Foundation Office.

- Determine whether the donor will deliver the gift or whether it must be picked up by a College staff member. Ask the donor if he or she would need assistance in arranging delivery. Determine if the donor would actually prefer to be accommodated by the College in having our personal attention by going to his or her business or home to receive the gift.

- If, after discussing the proposed gift with the provost and the Foundation Office (if appropriate), it is determined that acceptance is possible (approval has been received from the president to accept), gather the information needed to complete the transmittal memorandum.

- Prepare the transmittal memorandum (TCCEF-06/83), attach supporting documentation (VCCS 101 - Request for Authority to Accept Donations, Gifts, or Grants), attach the written appraisal or estimate of value, make arrangements to accept the gift, and process the paperwork.

- Advise the donor that an official receipt and acknowledgement letter will be sent when the College and/or the Foundation Office accepts delivery of the gift.

Additional General Information

- Gifts that fall within this category include:

  Equipment, supplies, art, books, negotiable securities, jewelry, antiques, real estate, other valuable personal property with potential resale value, and services.

GIFTS OF EQUIPMENT, SUPPLIES AND ITEMS THAT REQUIRE PRIOR APPRAISAL OF VALUE (Continued)

- College staff (administrative, faculty and classified) are advised that estimating the value of these types of gifts can lead to potential IRS problems. College staff members are strongly encouraged to avoid making a valuation of such gifts, for their own protection as well as for the protection of the donor in relation to the IRS.

- Gifts of this nature, according to general IRS regulations, cannot be accepted with the advance intention of resale for cash. This element of the tax code is complicated and can create serious problems for the donor and the College. Please be sure to contact the Foundation Office to discuss gifts of this type, whether they will be donated directly to the College or to the Foundation.

- Gifts of equipment and supplies will be accepted directly by the appropriate campus and division for specific use by the campus or division. The VCCS 101 form (from the campus Business Office) must be completed and processed for approval before gifts of equipment or supplies can be accepted by the College.

- Gifts other than equipment and supplies (art, antiques, books, jewelry, real estate, negotiable securities, etc.) also require prior approval to accept, and require the same appraisal process. The Foundation Office will facilitate gifts of this type.

- Donors should be assisted in making designations of their gifts if they wish to do so. Undesignated gifts are more useful to the College, as they can be utilized where the need is greatest. However, if a donor wishes to designate a gift, some possible designation categories would be:

  - To a campus
  - To the District Office or to the Foundation Office
  - By academic program area or course
  - By service area

    Student Services, Learning Resources, Continuing Education, Cooperative Education, etc.

  - To a specific scholarship fund (new or existing)
  - For an equipment account
  - For a special fund or project

    Memorial fund, landscaping project, or special-purpose association within the College

GIFTS OF EQUIPMENT, SUPPLIES AND ITEMS THAT REQUIRE PRIOR APPRAISAL OF VALUE (Continued)

- For a special use

  Professional development, travel, job development, public relations, public information, printing, or for social purposes

o Forms

To accept gifts of equipment, supplies, and other items that require approval to accept and a prior appraisal or estimate of value, use the following forms:

VCCS 101	Request for Authority to Accept Donations
TCCEF-06/83	Transmittal Memorandum - Gifts that Require Prior Appraisal of Value

These forms are included in the appendices to this manual with instructions for completing them. Copies of the forms are available at the campus Business Office or from the Foundation Office.

▸ Immediately following this section, you will find a flow chart for processing gifts of equipment, supplies and other gifts that require prior approval to accept and prior appraisal of value. This chart indicates which types of gifts are handled directly by the campuses, and which gifts are facilitated through the Foundation Office.

If you or the donor have any specific questions regarding the procedure for making or accepting gifts of this type, please consult with the business manager at your campus and/or the Foundation Office.

Your assistance and cooperation in accepting gifts of this type on behalf of the College and the Educational Foundation is appreciated. Every effort will be made to facilitate this type of donation in a timely manner, for the benefit of the donor and the College. Prompt handling of the gift and acknowledgement of the gift is very important in order to encourage additional gifts from the donor.

ACCEPTING GIFTS OF EQUIPMENT OR SUPPLIES BY CAMPUSES

Gifts of equipment and supplies are accepted, processed, and inventoried by each campus. These types of gifts are made to and accepted by the College and do not pass through the Educational Foundation accounts.

Donor contacts campus to offer gift of equipment or supplies, or a campus staff member solicits such a gift.

▼

Campus staff member and donor determine type of gift and any specific designation, if appropriate. ▶ *Notify Provost's Office of pending gift to the campus.*

▼

Campus staff member obtains VCCS 101 from Business Office, completes form, returns it to Business Office for approval to accept the gift. ▶ *Advise donor that written appraisal or estimate of value is provided by donor, not by the campus.*

▼

Business Office processes VCCS 101.

▼

VCCS 101 returned to Business Office, copy sent to campus staff member to authorize acceptance of gift. ▶ *Campus staff member makes a copy of VCCS 101 for donor's file and records.*

▼

Campus staff member contacts donor, advises of approval to accept, makes any arrangements to take delivery or to pick up item(s). ▶ *Written appraisal or estimate of value should be received by campus prior to delivery or at time of delivery.*

▼

(Continued)

▼

Donor receives copy of VCCS 101 at time of delivery or pick-up of item(s)

▼

Equipment entered on college inventory records.

▼

Campus staff member prepares the acknowledgement letter and/or advises the Provost's Office that a letter is needed.

▼

Donor receives appropriate and prompt acknowledgement of gift. Donor approves release of information on donation or advises College to maintain confidentiality.

▼

Campus staff arrange publicity in local media, coordinating through the Continuing Education Office.

●

▶ *Ask donor for approval to publish information on gift.*

▶ *A copy of each letter of acknowledgement is sent to the Foundation Office for information.*

▶ *If appropriate, the Foundation Office can also prepare an acknowledgement letter.*

▶ *Assistance is available on request from District Informational Services and from the Foundation Office.*

ACCEPTING GIFTS OF
ITEMS THAT REQUIRE PRIOR APPRAISAL OF VALUE
(Other Than Equipment and Supplies)

Gifts of items that require prior approval to accept and that require prior written appraisal of value (other than equipment and supplies) are processed through the Educational Foundation Office. Items that are included in this category of gifts are art, books, jewelry, negotiable securities, real estate, and other valuable personal property.

Gifts of equipment and supplies to be used in campus educational programs are made to and processed directly by the campus receiving the items.

Donor contacts the campus indicating a desire to make a gift, or a campus staff member solicits a gift of this type.

▼

Campus staff member, donor, and Foundation director determine the nature of the gift and any specific designation for it. Use TCCEF-06/83 form.

▼

Foundation Office completes the VCCS 101 form, processes the form, and returns signed/approved copy to the campus Business Office. For gifts of this type, TCC Board and VCCS approval may be needed, which will delay immediate acceptance of the gift.

▼

Campus retains copy of VCCS 101 in appropriate division office or Provost's Office if the item will be housed/maintained on the campus.

▼

▶ *Campus staff member immediately notifies the Foundation Office that such a gift is pending.*

▶ *Provost's Office is notified that such a gift is pending. Campus Educational Foundation Committee is notified also.*

▶ *Depending on the nature of the item, approval may or may not be granted. We will attempt to accept all gifts providing they do not require excessive expenditure of funds to maintain them.*

▶ *Donor is advised that written appraisal or estimate of value is provided by the donor, not by the College or the Foundation.*

(Continued)

▼

Foundation Office staff contacts donor to proceed with arrangements for acceptance of gift (if gift is approved). Campus staff are kept aware of all arrangements when appropriate (art, books, etc.). Campus staff may be involved in arrangements to accept delivery or to take possession of the item.

▶ *Copy of VCCS 101 is provided to donor.*

▶ *Written appraisal/estimate of value should be attached to VCCS 101 or on file before acceptance/delivery of gift.*

▼

Donor receives copy of VCCS 101 and item is officially accepted by the Foundation on behalf of the College and the appropriate campus, if applicable.

▶ *Depending on the nature of the gift, a visit to the donor's business or residence may be necessary to accept the gift. Visitors could include the Foundation director and other appropriate college staff.*

▼

Request permission from the donor to publicize and/or publish information about the gift. Without this permission, the gift is considered to be anonymous and confidentiality is protected on behalf of the donor.

▼

Item is entered on Foundation inventory and/or college inventory if transferred to a campus.

▼

Foundation staff prepare acknowledgement letter within 24 hours of acceptance of gift.

▶ *Copies of acknowledgement letter are sent to president, provost, and other appropriate offices.*

▼

Publicity is arranged for gift, if approved by donor.

▶ *Publicity is coordinated through District Informational Services and campuses as appropriate.*

●

REQUEST FOR AUTHORITY TO ACCEPT

DONATIONS, GIFTS, OR GRANTS

1. COLLEGE:_____ DATE:_____

2. AUTHORITY REQUESTED TO ACCEPT:

☐ DONATION ☐ GIFT ☐ GRANT

3. SOURCE:_____

4. IDENTIFICATION:_____

(TITLE AND NUMBER)_____

6. EFFECTIVE DATES:_____

* 7. AMOUNT OR VALUE:

CASH OR SECURITIES _____

EQUIPMENT _____

SUPPLIES AND MATERIALS _____

TOTAL _____

SUBMITTED BY_____
BUSINESS MANAGER

APPROVED BY_____
PRESIDENT

**It is the responsibility of the donor to establish a value for equipment, supplies, art, books and other gifts that require a prior appraisal or estimate of value. The donor should establish these values with the advice of an attorney, accountant, or tax advisor and should retain appropriate documentation on file for tax purposes.*

TRANSMITTAL MEMORANDUM
GIFTS THAT REQUIRE PRIOR APPRAISAL OF VALUE
Gifts from an Individual or Organization
(Instructions for Completing the Form)
Form #TCCEF-06/83

- Gifts from an Individual
- Gifts from a Business, Agency or Organization

General Information

Please print or type the form so that accurate and readable records may be kept on each donor. It is from these forms that the formal acknowledgement letter and the official receipt are generated. This transmittal memorandum also provides information for the Accounting Office in correctly crediting any designated gifts to a campus, a program, or other special application.

Instructions

1. Print or type the donor's full name (including any courtesy title of Dr/Mr/Mrs/Ms/Miss), address, and telephone numbers. If the donor is affiliated with a business, agency, or an organization, please include the title of the person representing the organization, the organization name, address, and telephone numbers.

2. If the written estimate of value or appraisal is submitted with or in advance of the gift, attach it to this form. Please check the appropriate box on the form and fill out the appropriate blanks, indicating whether the written value statement is attached or will be mailed separately.

3. Describe the gift to be donated or indicate that a description is included in the value statement attached with the form.

4. Indicate if the donor wishes to make the gift as undesignated or as designated. If the gift is designated, please describe specifically in what manner it should be applied. An additional sheet may be attached if needed.

5. Ask the donor to sign the transmittal form and date it. Use a hard-point ink pen and be sure that the signature goes through to each multiple copy.

(Continued)

6. As the College representative of the Foundation, you must sign the transmittal form to indicate that you have acknowledged the donor's intent to make the gift, or that you have accepted the gift on behalf of the Foundation.

7. Provide the donor with the appropriate copy of the transmittal form and distribute the remaining copies as indicated.

Original	Foundation Office
First copy	Donor
Second copy	Your file as recipient or intended recipient of the item or items
Third copy	Foundation-Accounting Office
Fourth copy	Foundation-Campus Provost

8. Please check each signature and all other information to be sure that it has carried through to the multiple copies.

   Please verify all other information on or attached to the form so that the proper application of the gift can be made

9. Please forward the transmittal memorandum and appropriate copies (original, third, and fourth) to the Foundation Office for gifts other than equipment and supplies, together with a copy of the VCCS 101 if it has been completed and filed with the Business Office, and the official appraisal or estimate of value.

   Gifts of equipment and supplies are handled by each campus through the Business Office and the Provost's Office. An information copy of the VCCS 101 and a copy of the provost's acknowledgement letter should be sent to the Foundation Office.

   Please see the chart provided for the procedure for handling these types of gifts.

TRANSMITTAL MEMORANDUM

GIFTS THAT REQUIRE PRIOR APPRAISAL OF VALUE

(Gifts from an Individual or Organization)

Form #TCCEF-06/83

TO TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.
District Office
Tidewater Community College
Portsmouth, Virginia 23703

FROM Donor's Name _____
Company/Organization Title _____
Company/Organization Name _____
Mailing Address _____
_____
_____ Zip _____

Telephone
Residence ( ) _____
Office ( ) _____

It is my/our intention to donate the following items described below to Tidewater Community College and/or the Tidewater Community College Educational Foundation, Inc.

The appropriate estimate or appraisal of value is attached or will be forwarded within an appropriate time period of _____ or by _____.
I/we understand that an official receipt stating the value of the donation will not be mailed until the estimate or appraisal is on file with the College.

This donation is made to Tidewater Community College and/or the Tidewater Community College Educational Foundation, Inc., non-profit organizations. The Educational Foundation is a non-profit, charitable organization, chartered by the Commonwealth of Virginia and approved by the IRS under Section 501(c)(3) of the IRS Code.

Specific Description of Item/Items ☐ appraisal attached ☐ appraisal to be sent

(Attach additional sheets if necessary)

_____
_____

I/we would like this gift to be accepted in the following manner:

- ☐ Undesignated, to be used where needs are greatest
- ☐ Designated in the following manner described below

_____
_____
_____

It is my/our understanding that an official receipt and acknowledgement letter will be mailed once formal acceptance has taken place.

Signature of Donor _____
Date _____
Signature of College Staff Member _____

▪ RECEIVING GIFTS FROM OTHER NON-PROFIT ORGANIZATIONS

When another non-profit organization indicates a desire to make a gift to the Foundation, the procedure is the same as that used for an individual or a business/agency/organization.

1. Determine the nature of the gift.
2. Review the section in this booklet as it applies to:
   a. gifts of cash or gifts by check
   b. gifts of equipment, supplies or other items that require prior appraisal of value
   c. any other type of gift that may apply
3. Process the acceptance of the gift in the appropriate manner according to the guidelines booklet, using the proper form to transmit and acknowledge the gift.
4. Notify the Foundation Office or the campus Business Office of any gifts that require prior appraisal or estimate of value for approval to accept.
5. Be specific in describing any designation of the gift to a campus, program area, or other special purpose.
6. Arrange for any publicity for the gift through the campus Continuing Education Office and/or the Foundation and District Office.
7. Please call the Foundation Office for any assistance you may need.

ANONYMOUS GIFTS TO THE EDUCATIONAL FOUNDATION

The confidence of the donor should, under no circumstances, be violated by discussing the type, size, or amount of an anonymous gift.

When an individual, business, agency, or organization indicates the desire to make an anonymous gift to the Foundation, every precaution should be taken to ensure that the gift is received and handled according to the donor's wishes.

General Information

1. Any paperwork associated with an anonymous gift should be marked and handled in such a manner that it is obvious that the gift should not be discussed.

2. It is the responsibility of the college staff member working with the prospective donor to ensure that confidentiality is respected.

3. Violation of the donor's request for confidentiality can result in invalidating the gift. In certain circumstances the gift itself or its cash equivalent may have to be returned to the donor.

4. Normal procedures should be followed as described in the other sections of this manual to facilitate gifts of cash, gifts by check, gifts of equipment, supplies, or other items requiring prior appraisal, and deferred giving programs. Please refer to the appropriate sections of this manual for additional information.

5. If an individual or organization indicates a desire to make an anonymous gift, you may want to direct them to the Foundation Office. The Foundation staff will provide whatever assistance is required to assist in accepting the gift on behalf of the campus and the College.

Your cooperation and understanding, as well as your prudence in handling this type of gift will be sincerely appreciated.

CREATING A MEMORIAL FUND

Memorial funds can be established by the family, by a friend or associate, by a student organization, or by a community group.

This type of fund normally is created for a special purpose such as a scholarship within an academic division. However, memorial funds and their proceeds can be designated for any application desired by the individual or group creating them. Memorial funds can also be created for undesignated purposes, allowing the Foundation to apply the fund proceeds where the need may be greatest within the College or on a campus.

The brochure "A Living Memory - The Memorial Fund" is available through the Foundation Office. It provides information for individuals wishing to establish such a special fund.

To Create A Memorial Fund

1. Determine the amount of the initial gift.

2. It is preferable to use a check rather than cash to open the fund.

3. If the initial gift is a collection from a group (club, class, business, organization):

    a. Total all funds collected.

    b. Provide a list of names, addresses and amounts donated per contributor.

    c. It is preferable to convert all cash to a check or money order payable to the TCC Educational Foundation (making a note on the instrument as to the name of the fund).

    d. Forward the funds with the transmittal memorandum (TCCEF 03/83) to the Foundation Office.

    e. When sending checks through the courier mail, place them in a separate sealed envelope before placing them in the courier envelope.

4. Provide each donor with the acknowledgement form (TCCEF 04/83) as an interim receipt for the gift. A formal acknowledgement letter and the official receipt will be mailed to each donor by the Foundation Office. (See the appendices of this booklet for a sample of the acknowledgement form.)

CREATING A MEMORIAL FUND (Continued)

5. It is most important that accurate records be kept of all donations so that official receipts may be sent to each donor. Frequently the family requests a list of donors for thank you notes.

6. Campus Involvement

   In creating a memorial fund, friends, associates, and family members usually want to designate the proceeds for a special purpose.

   Designations normally take the form of scholarship funds. When this occurs, the campus administration will find itself involved in creating scholarship criteria.

   a. Family or friends have a special interest in the fund and may want to be heavily involved in establishing the scholarship criteria. They may not always understand the College requirements for equal opportunity and affirmative action, or other administrative requirements.

   b. The timing of the fund and requests for donations are always at an inappropriate time following a death. It may be most difficult to discuss such a fund with the family when initiated by a friend, associate, or group.

   c. If the family initiates an inquiry regarding a memorial fund, it is most important to be prompt and responsive in creating the fund. Discussions about specific criteria for a scholarship or details regarding the application of the fund can be delayed. However, the fund should be created immediately and the Foundation Office should be contacted as quickly as possible.

7. Utilize the proper transmittal memorandum (TCCEF 03/83) with the initial gift to create the fund. Each subsequent gift (or collection) should be accompanied by a transmittal memorandum so that the gifts can be correctly credited to the proper fund in the Accounting Office. (A copy of the transmittal memorandum is included in the appendices of this booklet.)

8. Provide each donor with the interim acknowledgement form (TCCEF 04/83) (See appendices).

9. Forward all gifts to the Foundation Office. An official receipt and formal acknowledgement letter will be mailed to each donor. Please review the section on "Gifts by Cash or Gifts by Check."

CREATING A MEMORIAL FUND (Continued)

10. Please call the Foundation Office for any other assistance you may need.

■ DIRECTING AND ACCEPTING HONORARIA FROM COMMUNITY ORGANIZATIONS, CLUBS, BUSINESSES AND OTHER GROUPS

If you wish to donate an honorarium to the Foundation that you receive for services you have provided to a club, community group, organization, business or individual, the following steps would be followed to make such a gift:

1. Inform the individual or group that you would like to have the honorarium donated to the TCC Educational Foundation, Inc. Request that the donation be made on your behalf.

2. The individual or group paying the honorarium would write a letter to the Foundation describing:

    a. the amount of the honorarium
    b. the services that you provided (consulting, speaker, etc.)
    c. the date the services were provided
    d. the name of the organization receiving the services

    Be sure that the letter asks that the honorarium be received on your behalf in your name.

3. The individual or group paying the honorarium would enclose the check with their letter and mail it to the Foundation Office.

4. You would complete the Transmittal Memorandum for Gifts of Cash or Gifts by Check (TCCEF 03/83). (See the appendices of this manual for a sample of the form.) Blank copies may be obtained from the Foundation Office or any campus Business Office. Use this form to designate your gift and forward it to the Foundation Office.

5. If you have already received the honorarium check payable to you, you may endorse the check to the Foundation, attach it to the Transmittal Memorandum, and forward it to the Foundation Office.

6. An acknowledgement letter and official receipt will be sent to the individual or group paying the honorarium on your behalf. A copy will also be sent to you.

7. The Foundation Office will forward the funds to the Accounting Office with your Transmittal Memorandum and any specific designation you may make for the funds.

8. If you have questions about this process, please call the Foundation Office.

ESTABLISHING SCHOLARSHIPS

If an organization or individual wishes to establish a scholarship through the Educational Foundation, the procedure is described below:

1. Contact is made at a campus through a faculty member, student or student organization, or through an administrative office. A prospective donor may also contact the Foundation Office directly.

2. Immediate coordination is arranged with the Financial Aid Office at the respective campus and with the appropriate academic division chairman.

3. The donor (individual, group, or business) will be provided with the Transmittal Memorandum for Gifts of Cash or Gifts by Check (see appendices to this booklet).

   This form allows for naming the amount of the funds available and for designating the scholarship.

4. The Foundation will coordinate the establishment of the scholarship through the appropriate academic division and with the Financial Aid Office.

   Scholarship criteria will be established either by the College or by the College in cooperation with the donor, depending upon the circumstances.

   The donor should be advised that scholarship criteria cannot in any manner discriminate and must be in agreement with all local, state and federal equal opportunity/affirmative action guidelines.

5. The funds will be received by the Foundation and deposited in the name of the respective campus and/or program area or division.

6. Criteria for disbursement of funds will be arranged by the individuals and offices concerned. A decision will be required as to whether funds will be disbursed for the scholarship onlyfrom interest earned or from the original principal amount.

7. The campus and/or division office will notify the Foundation ten working days in advance of the date the funds are needed to facilitate disbursement in a timely manner.

ESTABLISHING SCHOLARSHIPS (Continued)

8. To further discuss the establishment of scholarships, call the Foundation Office.

NOTE: Scholarships may, of course, be established directly with a campus as has been done in the past. This section is prepared for the purpose of describing the procedure to create a special scholarship through the Educational Foundation.

■ FUND-RAISING ACTIVITIES BY STUDENT ORGANIZATIONS

When student organizations are interested in raising funds that will be donated to the Foundation, or plan to engage in fund-raising activities that may involve using the name of the Foundation, the following steps must be followed:

1. Determine the project that will be conducted and discuss it with the organization advisor, the dean of Student Services, and other appropriate campus administrators.

2. Designate an officer or representative of the organization who will act as the contact person with the Foundation Office.

3. Discuss the fund-raising project with the Foundation Office in coordination with appropriate campus administrators to determine whether the project is of a nature that can utilize the Foundation name.

   Variables

   a. *Fund-raising activities conducted by student organizations where the Foundation name is not used in any posters, advertising or public information, and where the funds will ultimately be donated to the Foundation, can be of whatever nature/type that is approved by the dean of Student Services at each campus.*

   b. *If the Foundation name will be used in any printed matter relating directly to the fund-raising event or project, or if it will require Foundation letterhead, the event or project and all printed matter must be discussed with and approved by the Foundation director in advance of any activities or printing work.*

4. It is not the intent of the Foundation to discourage any student organization in its fund raising efforts on behalf of the Foundation. However, in consideration of public opinion and institutional image, certain projects and events may not appropriately reflect the desired image of the College and the Foundation.

   The Foundation director will work as cooperatively and supportively as possible in assisting each student group to raise funds. This type of interest in and support of the Foundation, by students who ultimately benefit from the proceeds, is very important to the overall success of our work.

FUND-RAISING ACTIVITIES BY STUDENT ORGANIZATIONS (Continued)

5. The Foundation Office can assist campus student organizations in a variety of ways to facilitate fund raising projects and events.

   a. Coordination with the Foundation Office in direct mail (design and composition)

   b. Forms design for special projects

   c. Advice on design of posters and/or other printed matter

   d. Coordination with District Duplicating Services as approved through the Informational Services Office

   e. Coordination with District Accounting for deposit and designated credit of funds by campus, program area, or group

   f. Other services as may be needed

6. Student groups or organizations would follow the same procedure in transmitting gifts of cash, gifts by check, gifts of equipment, supplies, or other items requiring prior appraisal of value as described in the first two sections of this manual.

   The appropriate transmittal memorandum and acknowledgement forms would be completed by the organizational representative in coordination with the Student Services Office.

7. The Foundation Office will formally acknowledge any gifts and will provide official receipts for each individual donor. However, it is most important that coordination be done in advance of any fund raising to determine how donations will be accepted and later transmitted to the Foundation Office. Record keeping of funds received is critical and requires specific planning prior to the project or event.

8. Copies and instructions for completing each form (transmittal memorandum and acknowledgement of receipt of gift) are included in this booklet. Copies of forms are included in the appendices.

9. Call the Foundation Office to discuss any fund-raising project and to arrange support services that may be needed.

Your cooperation and assistance in raising funds on behalf of the Foundation and the College is sincerely appreciated. The Foundation Office is anxious to assist you however possible.

■ INITIATING A PAYROLL DEDUCTION

When a full-time employee of Tidewater Community College wishes to make a gift to the Foundation through a payroll deduction, the following steps should be taken:

1. Contact the Foundation Office for any clarification you may need for this process.

2. Obtain a Payroll Deduction for the TCC Educational Foundation form (TCCEF 02/82) from the campus Business Office and complete it. A copy of this form and instructions for completing it are included in the appendices of this booklet.

3. Forward the Payroll Deduction - Educational Foundation form to the Foundation Office.

4. Maintain a copy of this form for your records.

5. The form will be transmitted to the District Payroll Office and the deduction, in the amount you have indicated, will be initiated, beginning with the date you have stated on the form.

6. If, for any reason, the deduction begins early or if it does not begin at the time you have indicated, contact the Foundation Office and corrective measures will be taken.

7. When completing the form to indicate "designated" contributions, please be as specific as possible in describing any special program or application of your gift.

8. If you have any additional questions or would like clarification on the process of payroll deduction to the Foundation, please call the Foundation Office.

Your interest in and support of the Foundation through payroll deduction is sincerely appreciated. Without the assistance of those who work for the College, an external fund raising effort in the community cannot be as successful as it needs to be.

PAYROLL DEDUCTION AUTHORIZATION
EDUCATIONAL FOUNDATION DONATIONS
Full-Time Employees Only
(Instructions for Completing the Form)
Form #TCCEF-02/82

General Information

1. Payroll deductions may be made only by full-time employees of the College.

2. Please print or type all information on the form to ensure that accurate records can be maintained for your donation.

3. Use form #TCCEF-02/82. Copies of this form are available in each campus Business Office and from the Foundation Office.

4. Complete the information requested at the top of the form, indicating whether your deduction will be "new" or a change from a previous authorization.

5. Indicate your employee number, campus, office/division, and the current date.

6. Complete the first page, indicating the amount you wish to have deducted each pay period and indicating the date you wish the deduction to begin.

7. Each form must be signed prior to sending it to the Foundation Office.

8. On the reverse side of the form, please indicate the designation of your gift.

    a. The top portion of the form asks whether you wish the payroll deduction to be "designated" or "undesignated." If you do not mark this section, your donation will be processed as "undesignated" and the funds will be used where needs are greatest.

    b. If you designate your gift, use the lower portion of the reverse side of the form to indicate the specific application of your donation.

9. Forward the completed form, signed in ink, to the Foundation Office. It will be processed as any normal payroll deduction authorization would be through the District Payroll Office.

(Continued)

10. Keep a copy of the form for your files and records.

11. If you wish to discuss the payroll deduction method of making a gift to the Educational Foundation, please call the Foundation Office.

Employee support of the Educational Foundation through a payroll deduction is very important to the success of our fund raising work. Your kind gift is sincerely appreciated.

TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.

Payroll Deduction Authorization

FULL TIME EMPLOYEES ONLY

Check one:

_____ New deduction
_____ Change
_____ Cancellation

Employee No. _____
Campus C F VB DO
Office or Division _____
Date _____

I hereby authorize my employer to deduct $_____ from my salary each pay period beginning _____ (date of paycheck) to be remitted to the Tidewater Community College Educational Foundation, Inc. This authorization will continue until I terminate it in writing.

I also understand and agree that in the event that my employer notifies the Tidewater Community College Educational Foundation, Inc. that I am not entitled to the funds deducted from my paycheck, the Foundation is authorized to debit my account with the Foundation in an amount equal to the deduction and return the same to my employer. The notice from the employer to the Foundation must be made in writing and within seven (7) days of the payday in order to be effective. The Foundation shall have no liability with regard to the return of any such funds.

I also understand that I am entitled to designate my payroll deduction to a specific campus of the College or to a specific program area, curriculum, or other various fund raising activities of the Foundation.

I understand that any restriction I may make on the application of the funds generated by my payroll deduction and subsequent contribution to the Foundation will not be designated in any way to violate local, state or federal rules, regulations, or laws. Non-designated (unrestricted) contributions will be used as needed by the College and as approved by the Foundation.

I understand that my paycheck stub will be my receipt of contributions to the Foundation during a calendar year and that a separate receipt will be provided by the Foundation by January 31 of the following year if requested by me in writing.

Employee's Signature _____

Print Employee's Name _____

Social Security No. _____

Telephone Office _____ Ext. _____

Home _____

Date Signed _____

Designation of Deduction/Contribution (see reverse of this form)

Whether non-designated (unrestricted) or designated (restricted), the reverse of this form must be completed by the employee to indicate the application (use) of funds collected through payroll deduction when transmitted to the Foundation.
All contributions are tax deductible.

Thank you.

TCCEF-02/82

(over)

DESIGNATION OF FUNDS TO THE TCC EDUCATIONAL FOUNDATION, INC. THROUGH PAYROLL DEDUCTION

NON-DESIGNATED _____ (check here if non-designated)

Non-designated (unrestricted) funds can be used by the Foundation for any appropriate purpose at all campuses of the College or for the general welfare of the College as agreed and approved by the Board of Directors of the Foundation.

DESIGNATED _____ (check here if designated and complete the items below)

Designated (restricted) funds are those which the employee indicates to be used for a specific purpose (within local, state and federal rules, regulations and laws). A list of possible applications (uses) of funds is provided below. If you select "designated" funds, please check the appropriate item(s) to restrict the use of your contribution. If you select "other," please be specific in describing your preference for the use of your contribution. If you have any questions, please call the Foundation Office. (484-2121, Ext. 478). If your "other" use of funds as described cannot be complied with, you will be called by the Foundation staff to discuss an alternate application of the money.

Thank you for your contribution to the Foundation. Donations are tax deductible.

Designated or restricted to:
A-1 Chesapeake Campus _____
A-2 Frederick Campus _____
A-3 Virginia Beach Campus _____
A-4 District Office _____

Designated or restricted to specific division or office: (indicate which)
B-1 _____

Professional development: (check one)
C-1 Teaching Faculty _____
C-2 Administrative Faculty _____
C-3 Classified Personnel _____

Student Services activities: (describe)
D-1 _____

Scholarships: (check one)
E-1 Merit _____
E-2 Need _____
E-3 Name _____

Other designations: (check one)
F-1 Equipment _____
F-2 Library/LRC _____
F-3 Media Promotion _____
F-4 Publications _____
Type: _____
Use: _____

OTHER NOTES: Please describe any designation of your gift not listed above. Please be as specific as possible. Also use this space to clarify any item indicated above.

Thank you for your support of the Foundation

■ NAMING THE FOUNDATION AS BENEFICIARY TO AN ESTATE

When an individual wishes to name the Foundation as beneficiary to an estate in a planned and deferred giving situation, detailed coordination is required with the Foundation Office.

This type of gift is very valuable and requires careful planning to facilitate it. Advice of an attorney is strongly recommended.

1. If you are approached by an individual who wishes to name the Foundation as an estate beneficiary, please call the Foundation Office immediately.

2. The Foundation Office will then coordinate directly with the individual wishing to establish this type of gift.

3. There are many different methods of naming the Foundation as a beneficiary. The prospective donor will be directed to an attorney and given whatever assistance he or she may need.

4. If you wish to discuss this type of gift in more detail, please call the Foundation Office.

■ NAMING THE FOUNDATION AS BENEFICIARY TO OTHER FORMS OF PLANNED GIVING PROGRAMS

There are many other means through which a planned and deferred gift may be made to the Educational Foundation. Each of these types of deferred giving programs require the special attention of attorneys and accountants to arrange the gift in a manner that meets the needs and wishes of the donor.

The following giving programs are available through consultation with the Foundation Office.

Please direct any prospective donors who are interested in this type of giving program to the Foundation director.

1. Gift Annuity Agreement
2. Pooled Income Fund
3. Life Estate Contract
4. Short-Term Charitable Trust (10-year minimum)
5. Revocable Charitable Trust Agreement
6. Charitable Remainder Annuity Trust
7. Charitable Remainder Trust

■ NAMING THE FOUNDATION AS OWNER AND BENEFICIARY TO A LIFE INSURANCE POLICY

When an individual, business, or organization wishes to name the Foundation as owner of and beneficiary to a life insurance policy, the following information should be considered:

1. The prospective donor should first consult with his or her attorney and/or accountant to determine the most favorable means of making a deferred gift of this type.

2. Special attention should be given to the favorable aspects of this type of gift with respect to the federal tax implications for the donor. Verification of the methods and necessary documentation of this type of gift should be in the donor's file and should be reviewed by the donor's attorney and/or accountant.

3. The Foundation will accept the value of the life insurance premiums on a monthly, quarterly, semi-annual, or annual basis and will pay the premium on behalf of the donor according to pre-established procedures and agreements.

4. The gift to the Foundation of the premiums due will constitute a gift to a charitable organization and should qualify as a legitimate tax deduction to the donor within the IRS code.

5. Depending on arrangements with the donor, the Foundation will bill the donor in advance for premiums due on such policies.

6. The Foundation will hold the insurance policy as both owner and beneficiary.

7. If the donor, at some future date, decides to discontinue making the annual cumulative gift of the policy premiums due, the Foundation may exercise its right to continue paying such premiums to keep the policy in force.

8. If a prospective donor makes his or her wishes known to a campus staff member, a prompt telephone call to the Foundation Office to involve the Foundation director in these negotiations and arrangements is essential.

9. The Foundation director will contact the prospective donor and discuss the planned deferred gift with the donor and handle all arrangements.

NAMING THE FOUNDATION AS OWNER AND BENEFICIARY TO A LIFE INSURANCE POLICY (Continued)

10. The "Intent to Make a Planned and Deferred Gift" form (TCCEF-05/83) is included in the appendices of this booklet. When a campus staff member identifies an individual wishing to make this type of gift, the form should be completed and forwarded to the Foundation Office.

11. Please call the Foundation Office if you have additional questions or wish to discuss this method of giving.

INTENT TO MAKE A
PLANNED AND DEFERRED GIFT
(Instructions for Completing the Form)
Form #TCCEF-05/83

- Gifts from an Individual
- Gifts from a Business, Agency or Organization

General Information

1. As the college representative assisting the prospective donor of a planned and deferred gift, it may be necessary for you to assist the donor in completing the form.

2. Please be certain that all information is either printed or typed so that accurate records and information can be obtained for the Foundation Office.

3. This form may be used for a gift from an individual (omit company or organizational title and name) or from an organization.

4. Of special importance is the section describing the nature of the planned and deferred gift.

    a. Ask the prospective donor to describe the gift specifically (insurance policy number, estate beneficiary, naming the Foundation in a trust fund, etc.)

    b. If the deferred gift will involve negotiable instruments of any type (certificates, stocks, bonds, etc.,) please list identifying numbers with the description of these items, including bank name, brokerage firm, and contact person at the financial institution.

    c. If necessary, you may continue on the reverse of the form or attach a separate sheet.

5. Assist the prospective donor in completing the section that indicates whether the gift will be designated or undesignated.

6. As the college representative assisting in this donation, you must sign the form. This will assist the Foundation staff in contacting you for any other pertinent information regarding the donor.

(Continued)

7. Distribute the copies of the signed form as follows:

Original	Donor
Second copy	Campus Provost
Third copy	Foundation Office

Any follow-up contact with the donor will be made by the Foundation Office staff and you will be kept aware of the progress of the donation.

8. Thank you for your assistance in facilitating this type of gift. Please call the Foundation Office if you have any questions.

INTENT TO MAKE A
PLANNED AND DEFERRED GIFT
(Individuals and Organizations)
Form #TCCEF-05/83

TO: TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.
District Office
Tidewater Community College
Portsmouth, Virginia 23703

DATE: _____

Donor's Name _____

Company/Organization Title _____

Company/Organization Name _____

Mailing Address _____

_____ Zip

Telephone Residence ( ) _____

Office ( ) _____

I/We would like to express the intent to make a planned and deferred gift to the Tidewater Community College Educational Foundation, Inc., a non-profit, charitable organization, chartered by the Commonwealth of Virginia and approved by the IRS under Section 501(c)(3) of the IRS Code.

I/We intend to make this gift in the form of:

_____

_____

_____

_____

Please accept this gift in the following manner:

- ☐ Undesignated, to be used where needs are greatest
- ☐ Designated to the following campus, program or as described below:

_____

_____

_____

It is my/our understanding that the responsibility of verifying the tax implications of this gift are mine/ours and that an official receipt and acknowledgement will be mailed from the Foundation Office when the final paperwork is completed.

Signature of Donor _____

Date _____

Signature/College Staff Member _____

TCCEF-05/83

■ NAMING THE FOUNDATION AS OWNER, CO-OWNER, OR BENEFICIARY OF U. S. PAYROLL SAVINGS BONDS

Any employee of the College may designate the Educational Foundation as owner, co-owner or beneficiary of U. S. Payroll Savings Bonds that are purchased through payroll deduction.

Also, U. S. Savings Bonds that are owned by an individual may be donated outright to the Foundation and are treated as gifts of cash.

General Information

1. You may obtain a U. S. Savings Bond Payroll Authorization from your campus payroll savings bond coordinator or from the college coordinator. You may request a copy of this form through your campus Business Office or from the Foundation Office.

2. If you wish to purchase U. S. Savings Bonds through payroll deduction, complete the U. S. Savings Bond Payroll Authorization. You may also send it directly to the District Payroll Office, but send a copy to the Foundation Office to notify us that you intend to make this gift.

3. Complete the Transmittal Memorandum (TCCEF 03/83) and attach a copy of your U. S. Savings Bond Payroll Authorization and forward it to the Foundation Office. This transmittal memorandum provides you with the opportunity to designate your gift.

4. A copy of the U. S. Savings Bond Payroll Authorization card is included in the appendices of this manual as a sample.

5. At the end of each calendar year, the Foundation Office will provide you with a receipt for the total value of the bonds that you have purchased and donated to the Foundation, naming the Foundation as owner of the bonds.

6. For bonds that you have purchased naming the Foundation as co-owner or as beneficiary, receipts cannot be provided until the bonds are actually donated to and in the possession of the Foundation.

7. Completing the authorization form:

    a. Following this section, a sample bond form is provided demonstrating how you would fill out the form naming the Foundation as (a) owner or (b) co-owner/ beneficiary.

NAMING THE FOUNDATION AS OWNER, CO-OWNER, OR BENEFICIARY OF U. S. PAYROLL SAVINGS BONDS (Continued)

b. If you have any questions about completing the form, please call the Foundation Office.

Your gift of U. S. Savings Bonds to the Foundation is sincerely appreciated.

(IMPRINT OR TYPE EMPLOYEE'S NAME HERE) (Dept. or Section) (Check or Badge Number)

I hereby authorize my employer _____
(Name of company or organization)

to withhold and set apart $_____ from my pay each payday, beginning _____, 19____
I wish to purchase U S. Savings Bonds—Series EE in the indicated denomination of _____.

Have Bonds issued registered as shown below

OWNER

_____ ☐☐☐ — ☐☐ — ☐☐☐☐
(First) (Middle) (Last) (Social Security No.—See NOTE)

Address _____
(Street)

_____
(City) (State) (Zip)

CO-OWNER ☐ OR BENEFICIARY ☐ (Check only one, if either is desired.)

_____ ☐☐☐ — ☐☐ — ☐☐☐☐
(First) (Middle) (Last) (Social Security No.)

This authorization will continue in effect until I advise you to change or cancel it.

_____ _____
(Date) (Signature of employee-purchaser) SBD-1433

CANVASSER'S REPORT (Check one. Fill in blanks where appropriate. Return card to Departmental Chairman)

☐ NEW ENROLLMENT.
AMOUNT OF SAVINGS, $_____ EACH PAYDAY.

☐ CHANGE IN PRESENT SAVINGS AMOUNT
FROM $_____ TO $_____.

☐ CURRENTLY ENROLLED.
NO CHANGE IN AMOUNT OF SAVINGS.

☐ CURRENTLY ENROLLED.
☐ CHANGE IN BOND DENOMINATION FROM _____ TO _____
☐ CHANGE IN REGISTRATION.

☐ NOT INTERESTED IN ENROLLING AT THIS TIME.

U.S. Savings Bonds, Series EE

Face Value	Purchase Price
$ 50.00	$ 25.00
75.00	37.50
100.00	50.00
200.00	100.00
500.00	250.00
1,000.00	500.00

NOTE: The furnishing of a Social Security number for the owner or first-named co-owner of a Bond is required by the regulations governing Savings Bonds, i.e. Department Circular PD Series 3-80. The numbers are used to maintain ownership records of the Bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the requested information may prevent completion of the trar.saction. Married women should use their given names, e.g. "Mary L. Smith." If co-owner or beneficiary is designated, that individual's Social Security number should also be shown. The use of courtesy titles is optional.

TO COMPLETE THE U.S. PAYROLL SAVINGS BOND AUTHORIZATION CARD

In naming the Foundation as either owner, co-owner, or beneficiary to one or more U.S. Payroll Savings Bonds, you must complete the U.S. Savings Bond Payroll Authorization card.

To Indicate the Foundation as "Co-Owner" or "Beneficiary"

1. Complete the top portion of the card providing your name, department, employee number, and employer.
2. Indicate the dollar amount that you wish to have deducted each pay period.
3. Indicate the date that you wish the payroll deduction to begin.
4. Complete the blank that indicates the denomination of Series EE savings bonds that you wish to purchase.
5. For the section indicating "owner":
    a. Fill in your name, social security number, address and zip code.
    b. Check one box indicating "co-owner" or "beneficiary."
    c. Fill in "TCC Educational Foundation, Inc." beneath it.
    d. Use 521217056 in the boxes allotted for social security number. (This is the Federal ID number for the Foundation.)
    e. Use State Route 135, Portsmouth, VA 23703 for the address.
6. Date and sign the last line of the card.

To Indicate the Foundation as "Owner" of the bond

1. Complete the top portion of the card providing your name, department, employee number, and employer.
2. Indicate the dollar amount that you wish to have deducted each pay period.
3. Indicate the date that you wish the deduction to begin.
4. Complete the blank that indicates the denomination of Series EE savings bonds that you wish to purchase.

5. For the section indicating "owner"

   a. Fill in "TCC Educational Foundation, Inc."

   b. Use 521217056 in the box marked social security number. (This is the Federal ID number for the Foundation).

   c. Use State Route 135, Portsmouth, VA 23703 for the address.

   d. Leave the "co-owner" or "beneficiary" portion blank.

6. Date and sign the last line of the card.

If you have any questions regarding a designation of U.S. payroll savings bonds to the Educational Foundation, please call our office.

APPENDIX A

TRANSMITTAL/COVER MEMORANDUM
FOR GIFTS OF CASH OR GIFTS BY CHECK
(Individuals or Organizations)
Form TCCEF-03/83

TO: TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.
District Office
Tidewater Community College
Portsmouth, Virginia 23703

DATE: _____

Donor's Name _____

Company/Organization Title _____

Company/Organization Name _____

Mailing Address _____

_____ Zip _____

Telephone Residence ( ) _____

Office ( ) _____

Enclosed is a gift of $_____ in the form of

□ cash or □ check #_____.

This donation is made to the Tidewater Community College Educational Foundation, Inc., a non-profit, charitable organization, chartered by the Commonwealth of Virginia and approved by the IRS under Section 501(c)(3) of the Internal Revenue Service Code.

Please accept this gift in the following manner:

□ Undesignated so that it may be used by the Educational Foundation where needs are the greatest

□ Designated to the following special fund, campus, program area, scholarship, or as otherwise described below:

_____
_____
_____
_____
_____
_____

It is my understanding that an official receipt and an acknowledgement letter will be mailed to the address provided in this transmittal memorandum.

Signature of Donor or Representative _____

Date _____

Signature/College Staff Member _____

Enclosure
TCCEF-03/83

APPENDIX B

THE TRANSMITTAL MEMORANDUM
GIFTS OF CASH OR GIFTS BY CHECK
(Instructions for Completing the Form)
Form #TCCEF-03/83

- Gifts from an Individual
- Gifts from a Business, Agency or Organization

General Information

Please print or type the information on this form so that accurate and readable records may be kept for each donor. It is from this form that the formal acknowledgement letter and the official receipt are generated. This transmittal memorandum also provides information for the Accounting Office in correctly crediting any designated gifts to a campus, program area, or other special application.

Instructions

1. Print or type the donor's full name (including any courtesy title of Dr/Mr/Mrs/Ms/Miss), address and telephone numbers. If the donor is a business, agency, or organization, include the title of the person representing the organization, the organization name, address, phone, and extension.

2. Indicate the amount of the gift in figures and check whether the gift is being made in the form of cash or check. Include the check number on the form.

3. Indicate whether the gift is undesignated or designated. Assist the donor in describing in detail any designation to be made for the gift. You may attach additional sheets to this form if needed.

4. Ask the donor to sign the form (hard-point ink or ballpoint pen for multiple copies) and date it.

5. As the college representative of the Foundation, you must sign the form to indicate that you have accepted the funds on behalf of the Foundation.

6. Provide the donor with the appropriate copy of the form and distribute the remaining copies as indicated.

(Continued)

7. Distribute the multiple copies as follows:

Original	Foundation Office
First Copy	Donor
Second Copy	Your file as the recipient of funds
Third Copy	Foundation-Accounting Office
Fourth Copy	Foundation-Campus Provost

8. Please check each signature to be sure that it has carried through to the multiple copies. Check other information on the form for accuracy as verified by the donor so that proper application of the funds can be made.

9. Forward the transmittal memorandum, supporting documentation, the donation of cash or check, and multiple copies as appropriate, to the Educational Foundation Office.

Your cooperation in assisting the Foundation with the acceptance of gifts and in processing the paperwork is sincerely appreciated.

The Foundation Office makes every effort to prepare and mail the official receipt and an acknowledgement letter to each donor within two working days of our receipt of funds. Your help in handling gifts promptly is very important to our work.

APPENDIX C

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC.
Portsmouth, Virginia 23703

DISTRICT OFFICE
(804) 484-2121

ACKNOWLEDGEMENT OF DONATION

Donor's Name _____

Company/Organization Title _____

Company/Organization Name _____

Mailing Address _____

_____ Zip _____

Telephone Residence ( ) _____

Office ( ) _____

Date Gift Received _____

On behalf of the Tidewater Community College Educational Foundation, Inc. your kind donation of $_____ in the form of _____

_____

_____

_____

is gratefully acknowledged.

This gift will be forwarded to the Educational Foundation Office in your name with the transmittal memorandum, including your instructions for the use of these funds. This interim acknowledgement is not a receipt. The official receipt will be mailed to you from the Educational Foundation Office.

Tidewater Community College and the TCC Educational Foundation sincerely appreciate your gift in support of the College, its students and its services to the community.

Signature of College Staff Member Accepting the Gift

_____

College Representative Name _____

Title/Position/Office _____

Campus and Telephone Extension _____

TCCEF-04/83

APPENDIX D

THE ACKNOWLEDGEMENT FORM
GIFTS OF CASH OR GIFTS BY CHECK
(Instructions for Completing the Form)
Form #TCCEF-04/83

- Gifts from an Individual
- Gifts from a Business, Agency or Organization

General Information

This form is used both for an individual and for an organization making a gift of cash or a gift by check.

When the donor is an individual, the lines for company/organization, title, and name would be left blank.

When the donor is an organization, please be sure to indicate the name of the person representing that company or organization, and include the person's full title within the organization.

Please print or type the form so that accurate and readable records may be kept on each donor. This form represents the College and the Foundation for the donor's records. It is critical that the information be readable and correct.

Instructions

1. Print or type the donor's full name (including any courtesy title of Dr/Mr/Mrs/Ms/Miss), company/organization title and name if applicable, mailing address, and telephone numbers.

2. Provide the date that you accepted the gift.

3. Indicate the amount of the gift in figures and further describe the gift as needed (bond numbers, stock certificate numbers, or other identifying information on negotiable securities).

4. As the recipient, you must sign the form (■) indicating that you have accepted the gift on behalf of the Foundation.

5. Complete the information requested at the bottom of the form. This information will allow the Foundation Office to gain additional details regarding the donor and the gift and to appropriately allocate the funds received (if the gift is designated).

(Continued)

6. Check the multiple copies of the form to be certain that the information has carried through to all copies.

7. Distribute the multiple copies as follows:

Original	Donor
First Copy	Foundation Office
Second Copy	Your file as the recipient of funds
Third Copy	Foundation-Accounting Office
Fourth Copy	Foundation-Campus Provost

8. Give the original copy to the donor with his/her copy of the transmittal memorandum. Provide the donor with a copy of the check or a copy of the list of donors (on a collection from groups) or a copy of a talley of monies donated. It is most important in a financial transaction that both parties receive copies of the appropriate documents.

9. Please forward to the Foundation Office all appropriate copies of the acknowledgement form (first, third and fourth), appropriate copies of the transmittal memorandum (original, third and fourth), and any supporting documentation.

   Include the check or cash with this packet. Cash or checks should be placed in a separate sealed envelope before being forwarded through the College courier mail service.

10. If you have any questions regarding this form or the procedure for completing the acceptance of a gift of this type, please call the Foundation Office.

Your cooperation in assisting the Foundation with the acceptance of gifts and in processing the paperwork is sincerely appreciated.

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APPENDIX E

REQUEST FOR AUTHORITY TO ACCEPT

DONATIONS, GIFTS, OR GRANTS

1. COLLEGE: _____ DATE: _____

2. AUTHORITY REQUESTED TO ACCEPT:

☐ DONATION ☐ GIFT ☐ GRANT

3. SOURCE: _____

4. IDENTIFICATION: _____

(TITLE AND NUMBER) _____

6. EFFECTIVE DATES: _____

* 7. AMOUNT OR VALUE:

CASH OR SECURITIES _____

EQUIPMENT _____

SUPPLIES AND MATERIALS _____

TOTAL _____

SUBMITTED BY _____
BUSINESS MANAGER

APPROVED BY _____
PRESIDENT

**It is the responsibility of the donor to establish a value for equipment, supplies, art, books and other gifts that require a prior appraisal or estimate of value. The donor should establish these values with the advice of an attorney, accountant, or tax advisor and should retain appropriate documentation on file for tax purposes.*

APPENDIX F

TRANSMITTAL MEMORANDUM

GIFTS THAT REQUIRE PRIOR APPRAISAL OF VALUE

(Gifts from an Individual or Organization)

Form #TCCEF-06/83

TO TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.
District Office
Tidewater Community College
Portsmouth, Virginia 23703

FROM Donor's Name _____
Company/Organization Title _____
Company/Organization Name _____
Mailing Address _____
_____ Zip _____

Telephone
Residence ( ) _____
Office ( ) _____

It is my/our intention to donate the following items described below to Tidewater Community College and/or the Tidewater Community College Educational Foundation, Inc.

The appropriate estimate or appraisal of value is attached or will be forwarded within an appropriate time period of _____ or by _____. I/we understand that an official receipt stating the value of the donation will not be mailed until the estimate or appraisal is on file with the College.

This donation is made to Tidewater Community College and/or the Tidewater Community College Educational Foundation, Inc., non-profit organizations. The Educational Foundation is a non-profit, charitable organization, chartered by the Commonwealth of Virginia and approved by the IRS under Section 501(c)(3) of the IRS Code.

Specific Description of Item/Items ☐ appraisal attached ☐ appraisal to be sent

(Attach additional sheets if necessary)

_____

_____

I/we would like this gift to be accepted in the following manner:

☐ Undesignated, to be used where needs are greatest

☐ Designated in the following manner described below

_____

_____

_____

It is my/our understanding that an official receipt and acknowledgement letter will be mailed once formal acceptance has taken place.

Signature of Donor _____
Date _____
Signature of College Staff Member _____

TCCEF-06/83

APPENDIX G

TRANSMITTAL MEMORANDUM
GIFTS THAT REQUIRE PRIOR APPRAISAL OF VALUE
Gifts from an Individual or Organization
(Instructions for Completing the Form)
Form #TCCEF-06/83

- Gifts from an Individual
- Gifts from a Business, Agency or Organization

General Information

Please print or type the form so that accurate and readable records may be kept on each donor. It is from these forms that the formal acknowledgement letter and the official receipt are generated. This transmittal memorandum also provides information for the Accounting Office in correctly crediting any designated gifts to a campus, a program, or other special application.

Instructions

1. Print or type the donor's full name (including any courtesy title of Dr/Mr/Mrs/Ms/Miss), address, and telephone numbers. If the donor is affiliated with a business, agency, or an organization, please include the title of the person representing the organization, the organization name, address, and telephone numbers.

2. If the written estimate of value or appraisal is submitted with or in advance of the gift, attach it to this form. Please check the appropriate box on the form and fill out the appropriate blanks, indicating whether the written value statement is attached or will be mailed separately.

3. Describe the gift to be donated or indicate that a description is included in the value statement attached with the form.

4. Indicate if the donor wishes to make the gift as undesignated or as designated. If the gift is designated, please describe specifically in what manner it should be applied. An additional sheet may be attached if needed.

5. Ask the donor to sign the transmittal form and date it. Use a hard-point ink pen and be sure that the signature goes through to each multiple copy.

(Continued)

6. As the College representative of the Foundation, you must sign the transmittal form to indicate that you have acknowledged the donor's intent to make the gift, or that you have accepted the gift on behalf of the Foundation.

7. Provide the donor with the appropriate copy of the transmittal form and distribute the remaining copies as indicated.

Original	Foundation Office
First copy	Donor
Second copy	Your file as recipient or intended recipient of the item or items
Third copy	Foundation-Accounting Office
Fourth copy	Foundation-Campus Provost

8. Please check each signature and all other information to be sure that it has carried through to the multiple copies.

   Please verify all other information on or attached to the form so that the proper application of the gift can be made

9. Please forward the transmittal memorandum and appropriate copies (original, third, and fourth) to the Foundation Office for gifts other than equipment and supplies, together with a copy of the VCCS 101 if it has been completed and filed with the Business Office, and the official appraisal or estimate of value.

   Gifts of equipment and supplies are handled by each campus through the Business Office and the Provost's Office. An information copy of the VCCS 101 and a copy of the provost's acknowledgement letter should be sent to the Foundation Office.

   Please see the chart provided for the procedure for handling these types of gifts.

TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC. 88/89

Payroll Deduction Authorization

APPENDIX H

FULL TIME EMPLOYEES ONLY

Check one:

_____ New deduction
_____ Change
_____ Cancellation

Employee No. _____
Campus C F VB DO
Office or Division _____
_____
Date _____

I hereby authorize my employer to deduct $_____ from my salary each pay period beginning _____ (date of paycheck) to be remitted to the Tidewater Community College Educational Foundation, Inc. This authorization will continue until I terminate it in writing.

I also understand and agree that in the event that my employer notifies the Tidewater Community College Educational Foundation, Inc. that I am not entitled to the funds deducted from my paycheck, the Foundation is authorized to debit my account with the Foundation in an amount equal to the deduction and return the same to my employer. The notice from the employer to the Foundation must be made in writing and within seven (7) days of the payday in order to be effective. The Foundation shall have no liability with regard to the return of any such funds.

I also understand that I am entitled to designate my payroll deduction to a specific campus of the College or to a specific program area, curriculum, or other various fund raising activities of the Foundation.

I understand that any restriction I may make on the application of the funds generated by my payroll deduction and subsequent contribution to the Foundation will not be designated in any way to violate local, state or federal rules, regulations, or laws. Non-designated (unrestricted) contributions will be used as needed by the College and as approved by the Foundation.

I understand that my paycheck stub will be my receipt of contributions to the Foundation during a calendar year and that a separate receipt will be provided by the Foundation by January 31 of the following year if requested by me in writing.

Employee's Signature _____

Print Employee's Name _____

Social Security No. _____

Telephone Office _____ Ext. _____

Home _____

Date Signed _____

Designation of Deduction/Contribution (see reverse of this form)

Whether non-designated (unrestricted) or designated (restricted), the reverse of this form must be completed by the employee to indicate the application (use) of funds collected through payroll deduction when transmitted to the Foundation.
All contributions are tax deductible.

Thank you.

DESIGNATION OF FUNDS TO THE TCC EDUCATIONAL FOUNDATION, INC. THROUGH PAYROLL DEDUCTION

NON-DESIGNATED _____ (check here if non-designated)

Non-designated (unrestricted) funds can be used by the Foundation for any appropriate purpose at all campuses of the College or for the general welfare of the College as agreed and approved by the Board of Directors of the Foundation.

DESIGNATED _____ (check here if designated and complete the items below)

Designated (restricted) funds are those which the employee indicates to be used for a specific purpose (within local, state and federal rules, regulations and laws). A list of possible applications (uses) of funds is provided below. If you select "designated" funds, please check the appropriate item(s) to restrict the use of your contribution. If you select "other," please be specific in describing your preference for the use of your contribution. If you have any questions, please call the Foundation Office. (484-2121, Ext. 478). If your "other" use of funds as described cannot be complied with, you will be called by the Foundation staff to discuss an alternate application of the money.

Thank you for your contribution to the Foundation. Donations are tax deductible.

Designated or restricted to:
A-1 Chesapeake Campus _____
A-2 Frederick Campus _____
A-3 Virginia Beach Campus _____
A-4 District Office _____

Designated or restricted to specific division or office: (indicate which)
B-1 _____

Professional development: (check one)
C-1 Teaching Faculty _____
C-2 Administrative Faculty _____
C-3 Classified Personnel _____

Student Services activities: (describe)
D-1 _____

Scholarships: (check one)
E-1 Merit _____
E-2 Need _____
E-3 Name _____

Other designations: (check one)
F-1 Equipment _____
F-2 Library/LRC _____
F-3 Media Promotion _____
F-4 Publications _____
Type: _____
Use: _____

OTHER NOTES: Please describe any designation of your gift not listed above. Please be as specific as possible. Also use this space to clarify any item indicated above.

Thank you for your support of the Foundation

TCCEF-02/82

APPENDIX I

PAYROLL DEDUCTION AUTHORIZATION
EDUCATIONAL FOUNDATION DONATIONS
Full-Time Employees Only
(Instructions for Completing the Form)
Form #TCCEF-02/82

General Information

1. Payroll deductions may be made only by full-time employees of the College.

2. Please print or type all information on the form to ensure that accurate records can be maintained for your donation.

3. Use form #TCCEF-02/82. Copies of this form are available in each campus Business Office and from the Foundation Office.

4. Complete the information requested at the top of the form, indicating whether your deduction will be "new" or a change from a previous authorization.

5. Indicate your employee number, campus, office/division, and the current date.

6. Complete the first page, indicating the amount you wish to have deducted each pay period and indicating the date you wish the deduction to begin.

7. Each form must be signed prior to sending it to the Foundation Office.

8. On the reverse side of the form, please indicate the designation of your gift.

    a. The top portion of the form asks whether you wish the payroll deduction to be "designated" or "undesignated." If you do not mark this section, your donation will be processed as "undesignated" and the funds will be used where needs are greatest.

    b. If you designate your gift, use the lower portion of the reverse side of the form to indicate the specific application of your donation.

9. Forward the completed form, signed in ink, to the Foundation Office. It will be processed as any normal payroll deduction authorization would be through the District Payroll Office.

(Continued)

10. Keep a copy of the form for your files and records.

11. If you wish to discuss the payroll deduction method of making a gift to the Educational Foundation, please call the Foundation Office.

Employee support of the Educational Foundation through a payroll deduction is very important to the success of our fund raising work. Your kind gift is sincerely appreciated.

APPENDIX J

INTENT TO MAKE A
PLANNED AND DEFERRED GIFT
(Individuals and Organizations)
Form #TCCEF-05/83

TO: TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.
District Office
Tidewater Community College
Portsmouth, Virginia 23703

DATE: _____

Donor's Name _____

Company/Organization Title _____

Company/Organization Name _____

Mailing Address _____

_____ Zip _____

Telephone Residence ( ) _____

Office ( ) _____

I/We would like to express the intent to make a planned and deferred gift to the Tidewater Community College Educational Foundation, Inc., a non-profit, charitable organization, chartered by the Commonwealth of Virginia and approved by the IRS under Section 501(c)(3) of the IRS Code.

I/We intend to make this gift in the form of:

_____

_____

_____

_____

Please accept this gift in the following manner:

- ☐ Undesignated, to be used where needs are greatest
- ☐ Designated to the following campus, program or as described below:

_____

_____

_____

It is my/our understanding that the responsibility of verifying the tax implications of this gift are mine/ours and that an official receipt and acknowledgement will be mailed from the Foundation Office when the final paperwork is completed.

Signature of Donor _____

Date _____

Signature/College Staff Member _____

TCCEF-05/83

APPENDIX K

INTENT TO MAKE A
PLANNED AND DEFERRED GIFT
(Instructions for Completing the Form)
Form #TCCEF-05/83

- Gifts from an Individual
- Gifts from a Business, Agency or Organization

General Information

1. As the college representative assisting the prospective donor of a planned and deferred gift, it may be necessary for you to assist the donor in completing the form.

2. Please be certain that all information is either printed or typed so that accurate records and information can be obtained for the Foundation Office.

3. This form may be used for a gift from an individual (omit company or organizational title and name) or from an organization.

4. Of special importance is the section describing the nature of the planned and deferred gift.

    a. Ask the prospective donor to describe the gift specifically (insurance policy number, estate beneficiary, naming the Foundation in a trust fund, etc.)

    b. If the deferred gift will involve negotiable instruments of any type (certificates, stocks, bonds, etc.,) please list identifying numbers with the description of these items, including bank name, brokerage firm, and contact person at the financial institution.

    c. If necessary, you may continue on the reverse of the form or attach a separate sheet.

5. Assist the prospective donor in completing the section that indicates whether the gift will be designated or undesignated.

6. As the college representative assisting in this donation, you must sign the form. This will assist the Foundation staff in contacting you for any other pertinent information regarding the donor.

(Continued)

7. Distribute the copies of the signed form as follows:

Original	Donor
Second copy	Campus Provost
Third copy	Foundation Office

Any follow-up contact with the donor will be made by the Foundation Office staff and you will be kept aware of the progress of the donation.

8. Thank you for your assistance in facilitating this type of gift. Please call the Foundation Office if you have any questions.

(IMPRINT OR TYPE EMPLOYEE'S NAME HERE) (Dept. or Section) (Check or Badge Number)

I hereby authorize my employer _____
(Name of company or organization)

to withhold and set apart $_____ from my pay each payday, beginning _____, 19____
I wish to purchase U.S. Savings Bonds—Series EE in the indicated denomination of _____.

Have Bonds issued registered as shown below

OWNER

_____ _____ _____ ☐☐☐–☐☐–☐☐☐☐
(First) (Middle) (Last) (Social Security No.—See NOTE)

Address _____
(Street)

_____ _____ _____
(City) (State) (Zip)

CO-OWNER ☐ OR BENEFICIARY ☐ (Check only one, if other is desired.)

_____ _____ _____ ☐☐☐–☐☐–☐☐☐☐
(First) (Middle) (Last) (Social Security No.)

This authorization will continue in effect until I advise you to change or cancel it.

_____ _____
(Date) (Signature of employee-purchaser) SBD-1433

U.S. Savings Bonds Payroll Authorization

CANVASSER'S REPORT (Check one. Fill in blanks where appropriate. Return card to Departmental Chairman)

☐ NEW ENROLLMENT.
AMOUNT OF SAVINGS, $ _____ EACH PAYDAY.

☐ CHANGE IN PRESENT SAVINGS AMOUNT
FROM $ _____ TO $ _____.

☐ CURRENTLY ENROLLED.
NO CHANGE IN AMOUNT OF SAVINGS.

☐ CURRENTLY ENROLLED.
☐ CHANGE IN BOND DENOMINATION FROM ____ TO ____
☐ CHANGE IN REGISTRATION.

☐ NOT INTERESTED IN ENROLLING AT THIS TIME.

U.S. Savings Bonds, Series EE

Face Value	Purchase Price
$ 50.00	$ 25.00
75.00	37.50
100.00	50.00
200.00	100.00
500.00	250.00
1,000.00	500.00

NOTE: The furnishing of a Social Security number for the owner or first-named co-owner of a Bond is required by the regulations governing Savings Bonds, i.e. Department Circular PD Series 3-80. The numbers are used to maintain ownership records of the Bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the requested information may prevent completion of the transaction. Married women should use their given names, e.g. "Mary L. Smith." If co-owner or beneficiary is designated, that individual's Social Security number should also be shown. The use of courtesy titles is optional.

TO COMPLETE THE U.S. PAYROLL SAVINGS BOND AUTHORIZATION CARD

In naming the Foundation as either owner, co-owner, or beneficiary to one or more U.S. Payroll Savings Bonds, you must complete the U.S. Savings Bond Payroll Authorization card.

To Indicate the Foundation as "Co-Owner" or "Beneficiary"

1. Complete the top portion of the card providing your name, department, employee number, and employer.
2. Indicate the dollar amount that you wish to have deducted each pay period.
3. Indicate the date that you wish the payroll deduction to begin.
4. Complete the blank that indicates the denomination of Series EE savings bonds that you wish to purchase.
5. For the section indicating "owner":
    a. Fill in your name, social security number, address and zip code.
    b. Check one box indicating "co-owner" or "beneficiary."
    c. Fill in "TCC Educational Foundation, Inc." beneath it.
    d. Use 521217056 in the boxes allotted for social security number. (This is the Federal ID number for the Foundation.)
    e. Use State Route 135, Portsmouth, VA 23703 for the address.
6. Date and sign the last line of the card.

To Indicate the Foundation as "Owner" of the bond

1. Complete the top portion of the card providing your name, department, employee number, and employer.
2. Indicate the dollar amount that you wish to have deducted each pay period.
3. Indicate the date that you wish the deduction to begin.
4. Complete the blank that indicates the denomination of Series EE savings bonds that you wish to purchase.

5. For the section indicating "owner"

   a. Fill in "TCC Educational Foundation, Inc."

   b. Use 521217056 in the box marked social security number. (This is the Federal ID number for the Foundation).

   c. Use State Route 135, Portsmouth, VA 23703 for the address.

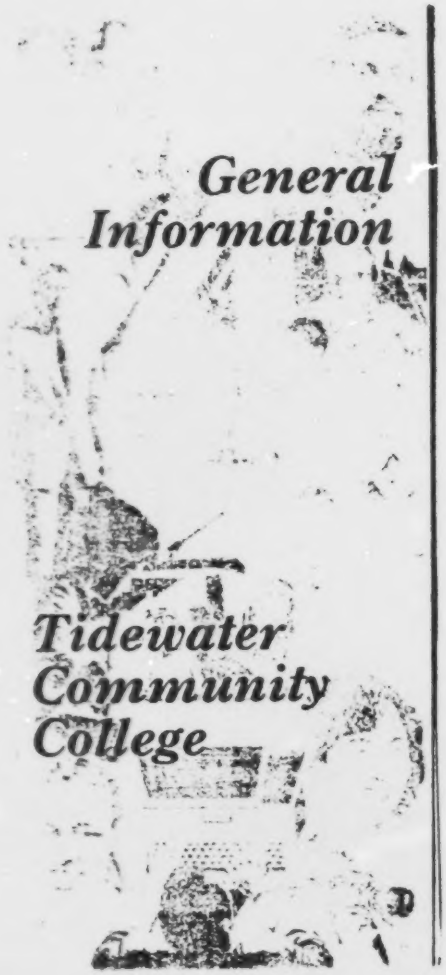
   d. Leave the "co-owner" or "beneficiary" portion blank.

6. Date and sign the last line of the card.

If you have any questions regarding a designation of U.S. payroll savings bonds to the Educational Foundation, please call our office.

These four brochures are used in direct mailings, general correspondence and for literature tables.

They are revised throughout the year as needed.



THE COLLEGE

Tidewater Community College serves a region of over a thousand square miles that includes the cities of Chesapeake, Norfolk, Portsmouth, Virginia Beach, a part of Suffolk, and a part of Isle of Wight County. The College presently operates on three permanent campuses, at one full-time center, and various off-campus locations.

Tidewater Community College is a non-residential institution offering associate degree, diploma, and certificate programs that include the first two years of university parallel-college transfer, and occupational-technical education.

The Tidewater Community College 1983-1984 budget is $20,686,339. The Tidewater Community College Fall Quarter 1982 enrollment was 15,0[illegible] students.

ACCREDITATION

Tidewater Community College is one of twenty-three community colleges in the Virginia Community College System and is accredited by the Southern Association of Colleges and Schools.

ADMISSION TO THE COLLEGE

Any person may be admitted who has a high school diploma or the equivalent, or is eighteen years of age and, in any case, is able to benefit from a program of instruction at Tidewater Community College.

TUITION

Virginia Resident $13.50 per credit Out-of-State Resident $58.00 per credit

Mastercard and Visa credit cards may be used for tuition payment.

SENIOR CITIZENS

An individual sixty years of age or older may be eligible for tuition-free credit or non-credit courses.

TRANSFER AGREEMENTS

Tidewater Community College has transfer agreements with several four-year institutions such as Old Dominion University and Norfolk State University. An example is the 2 + 2 Program developed by Tidewater Community College and Norfolk State University. A student completes the two-year associate degree requirements at Tidewater Community College and then transfers to Norfolk State University, without loss of credit, to complete the remaining two years for the bachelor's degree.

Virginia Community College System
An Equal Opportunity/Affirmative Action Institution

Revised 6/83

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College Services

Career Counseling focuses on planning and making decisions about occupations and education.

Cooperative Education. The Cooperative Education Program provides the student with actual work experiences which carry college credit for a supervised, paid learning program with a participating employer.

Counseling is one of the primary functions of Tidewater Community College. The counseling staff is trained to provide academic, vocational, and personal counseling.

Developmental Studies. The developmental studies program provides training for students not fully prepared for entry into associate degree or other programs.

Financial Aid. Tidewater Community College maintains Financial Aid offices on each campus to assist students in applying for financial aid.

Job Placement services for students are available at each campus.

Student Government Association. The Student Government Association provides each student with an equal voice in student affairs.

Testing Program. A comprehensive testing program is available on each campus to help measure career interests, educational achievement, and personality characteristics.

Veterans Information. Veterans Affairs offices on each campus assist students in applying for V.A. benefits.

Vocational Rehabilitation. The College cooperates with the State Department of Vocational Rehabilitation to provide educational services for persons with special needs.

CONTINUING EDUCATION

An important function of the College is providing credit and non-credit continuing education opportunities for students to continue their formal education or enroll in lifelong educational programs. Courses are offered at numerous business locations and public facilities in the Tidewater area.

COMMUNITY EDUCATION

Referred to as the "Spectrum Program," a variety of non-credit courses is provided for the interest and enrichment of the community. These offerings are supported entirely by the fees paid by the participants.

COMMUNITY SERVICES

Facilities and personnel of the College are available to furnish specialized services for the community. These include cultural events, workshops, lectures, conferences, seminars, and special community projects.

EDUCATIONAL FOUNDATION, INC.

The Foundation can accept charitable contributions to the College. All tax deductible gifts are used for student scholarships and toward the enhancement of the academic programs and services of the College.

COURSES BY TELEVISION

All campuses of Tidewater Community College offer credit courses by television.

For additional information, contact the Admissions and Records Office.

Chesapeake Campus
1428 Cedar Road
Chesapeake, Virginia 23320
804/547-6271

Frederick Campus
State Route 135
Portsmouth, Virginia 23703
804/484-2121

Virginia Beach Campus
1700 College Crescent
Virginia Beach, Va. 23456
804/427-3850

Programs 1983-84

UNIVERSITY PARALLEL—COLLEGE TRANSFER
- Associate in Arts Degree (AA)
  - Fine Arts
  - Liberal Arts
  - Music
- Associate in Science Degree (AS)
  - Business Administration
  - Education
  - Engineering
  - General Studies
  - Science

OCCUPATIONAL—TECHNICAL
- Associate in Applied Science Degree (AAS)
  - Agricultural and Natural Resources Technology
    - Horticulture
  - Arts and Design Technology
    - Graphic Arts
    - Interior Design
    - Media Advertising Arts
  - Business Technology
    - Accounting
    - Banking and Finance
    - Data Processing (Computer Programming)
    - Hotel-Restaurant-Institutional Management
    - Management
    - Merchandising
    - Real Estate
    - Secretarial Science
    - Transportation Management
  - Engineering/Industrial Technology
    - Automotive
    - Drafting and Design
    - Electronics
    - Industrial Management
  - Health Technology
    - Medical Record Technology
    - Nursing
    - Physical Therapy Assistant
    - Radiologic Techology
    - Respiratory Therapist
  - Public Service Technology
    - Administration of Justice
    - Community and Social Service
    - Early Childhood Development
    - Fire Science
    - Gerontology
    - Recreation Leadership
    - Teacher Training for Developmentally Disabled

DIPLOMA
- Automotive Systems
- Construction Management

CERTIFICATE
- Agricultural/Industrial Machine Repair
- Air Conditioning and Refrigeration Servicing
- Appliance Repair
- Auto Body Repair
- Automotive Analysis and Repair
- Automotive Parts Merchandising
- Building Inspection
- Career Studies
- Carpentry
- Clerical Studies
- Clerical Studies - Bookkeeping
- Corrections
- Culinary Arts
- Dietetic Assistant
- Drafting
- Early Childhood Instruction
- Electrical/Electronics
- Electrical Wiring (Residential and Commercial)
- Engineering/Technical Assistant
- Executive Housekeeping
- Food Service Management
- Furniture Reconstruction
- General Merchandising
- Hotel-Motel Management
- Industrial Maintenance
- Industrial Management
- Law Enforcement and Administration
- Legal Assistant
- Machine Tool Operations
- Masonry
- Media Production Technology
- Photography
- Plumbing (Residential and Commercial)
- Radio and Television Electronics Service and Repair
- Respiratory Therapy Technician
- Solar Energy Installation and Maintenance Specialist in Aging
- Vending Machine Service
- Welding
- Woodworking

1983-84 CALENDAR

FALL QUARTER	
Registration	Aug. 22 - Sept. 19
Classes Begin (Day & Evening)	Sept. 20
Last Day of Classes	Dec. 5
WINTER QUARTER	
Registration	Nov. 28-Dec. 21, Jan. 3
Classes Begin (Day & Evening)	Jan. 4
Last Day of Classes	March 13
SPRING QUARTER	
Registration	Feb. 22 - March 21
Classes Begin (Day & Evening)	March 22
Last Day of Classes	May 30
Graduation	June 10
SUMMER QUARTER	
Registration	May 24-June 12
Classes Begin (Day & Evening)	June 13
Last Day of Classes	Aug. 22

Tidewater Community College

Chesapeake Campus
1428 Cedar Road
Chesapeake, Va. 23320

Frederick Campus
State Route 135
Portsmouth, Va. 23703

Virginia Beach Campus
1700 College Crescent
Virginia Beach, Va. 23456

Camp Pendleton Center
860 S. Birdneck Road
Virginia Beach, Va. 23451

Non-Profit Org.
U.S. Postage
PAID
Bulk Rate
Permit No. 97
Portsmouth, Va. 23705

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TIDEWATER COMMUNITY COLLEGE

ANNUAL REPORT 1982-1983

TIDEWATER COMMUNITY COLLEGE

Tidewater Community College was established in 1968 to serve the educational and training needs of a one-thousand-square-mile district which includes Chesapeake, Norfolk, Portsmouth, Virginia Beach, a part of Suffolk, and a part of Isle of Wight County. The College is comprised of permanent facilities at the Chesapeake Campus, the Frederick Campus, and the Virginia Beach Campus. The Camp Pendleton Center in Virginia Beach is used as a full-time educational center. Credit courses are taken to the community and taught at a number of off-campus locations, including military installations, businesses, and public schools.

Accreditation

Tidewater Community College is a member of the Virginia Community College System and is approved by the State Board for Community Colleges. The College is accredited by the Southern Association of Colleges and Schools.

Admission to the College

Any person who has a high school diploma or the equivalent, or is eighteen years of age and, in any case, is able to benefit from a program of instruction at Tidewater Community College, may be admitted to the College as a curricular or non-curricular student.

Tuition

Virginia Resident	$ 13.50 per credit
Out-of-State Resident	$ 58.00 per credit

Senior Citizens

An individual sixty years of age or older may be eligible for tuition-free credit or non-credit courses under the provisions of the Senior Citizens Act of 1974.

Transfer Agreements

Tidewater Community College has transfer agreements with four-year institutions such as Christopher Newport College, Norfolk State University, Old Dominion University, and Virginia Wesleyan College. An example is the 2 + 2 Program established by Tidewater Community College, Christopher Newport College, Norfolk State University, Old Dominion University, and Virginia Wesleyan College. Under this transfer agreement a student completes the two-year associate degree requirements at Tidewater Community College and then transfers to one of the four-year institutions, without loss of credit, to complete the remaining two years for the bachelor's degree.

Enrollment

Fall Quarter 1982 Credit Enrollment

Full-time	4,880 (31%)	Male	6,758 (48%)	White	11,089 (79%)
Part-time	10,375 (69%)	Female	8,279 (59%)	Non-White	3,164 (21%)
Total	15,026	Total	15,026	Total	15,089

Annual Full-time Equivalent Students: 6,781

Annual Unduplicated Credit Student Headcount

1982 — 1983

24,962

Annual Non-Credit Student Headcount

1982 — 1983

Community Service	19,036
Community Education	2,488
Total	21,443

Graduates — 1983

Occupational/Technical (AAS, Certificates, Diploma)	1,470 (84%)
College Parallel/Transfer (AA,AS)	287 (16%)
Total	1,757 (100.0%)

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- The Frederick Campus Humanities and Social Sciences Division received a grant from the Virginia Foundation to sponsor a ten-week research seminar entitled: Virginia Since Reconstruction (1877-1983). Local high school teachers will receive graduate credit for the seminar.

- In cooperation with the city of Portsmouth, the Frederick Campus participated in a Summer Youth Program. Approximately 200 students from the city of Portsmouth came to the campus for classes that focused on life adjustment attitudes. The students ranged in ages from 16 to 21.

- The College officially dedicated its renovated classroom center at the Frederick Campus in May. The recently-completed renovation project cost over $6.4 million in combined state and local funds. This provides the Frederick Campus with its first permanent facility. Originally a military warehouse, the 200,000-square-foot building contains classrooms, laboratories, offices, cafeteria, bookstore, library, student services, and other support areas. The Honorable Richard J. Davis, lieutenant governor, delivered the dedicatory address.

- Ground was broken at the Virginia Beach Campus for a new occupational-technical building that will contain more than 45,000 square feet of classrooms and laboratories to support programs in data processing, solar energy, respiratory therapy, medical record technology, radiology, physical therapy, child development, fire science, and air conditioning/refrigeration. The new facility will cost over $4,043,000 in state and local funds.

- In cooperation with the Virginia Beach City Health Department, the Virginia Beach Campus co-sponsored the fourth annual Health Fair on the campus in May. There were exhibits by sixty health service agencies, and health screenings were provided for blood pressure, diabetes, glaucoma, cancer, and dental problems. An estimated 2,000 citizens attended the health fair.

- The Virginia Beach Campus Writing Center created and published a *Practical Punctuation Guide* for distribution to business, industry, and the public school system. More than 2,500 copies have been distributed.

- For twelve weeks the Virginia Beach Campus participated in the Gifted Children Program of the Virginia Beach City Public School System. Classes in such subjects as computer science, radiology, respiratory therapy, and physics were included for 124 gifted seventh and eighth grade students.

- To meet the training needs of local business, industry, government, and the military, the campuses offered a variety of programs and courses. The Virginia Beach Campus provided over seventy on-site courses to more than 1,000 employees of fourteen different employers. Seventy-five courses were delivered to 1,300 students from four military installations. The Frederick Campus responded to the training needs of employers such as General Electric, the Norfolk Naval Shipyard, the Norfolk Naval Base, Marrynew Hospital, and the American Institute of Banking. The Chesapeake Campus served 330 employees from companies including: Volvo, Colonial Chevrolet, Lone Star Cement, and the Tidewater Construction Company.

Advisory Committees

Fifty-seven curriculum advisory committees with five hundred eighteen representatives from business and industry served the College during this period.

Programs

UNIVERSITY PARALLEL COLLEGE TRANSFER CURRICULA
- Associate in Arts Degree (AA)
  - Fine Arts
  - Liberal Arts
  - Music
- Associate in Science Degree (AS)
  - Business Administration
  - Education
  - Engineering
  - General Studies
  - Science

OCCUPATIONAL TECHNICAL CURRICULA
- Associate in Applied Science Degree (AAS)
  - Agricultural and Natural Resources Technology
    - Horticulture
  - Arts and Design Technology
    - Graphic Arts
    - Interior Design
    - Media Advertising Arts
  - Business Technology
    - Accounting
    - Banking and Finance
    - Data Processing (Computer Programming)
    - Hotel-Restaurant-Institutional Management
    - Management
    - Merchandising
    - Real Estate
    - Secretarial Science
    - Transportation Management
  - Engineering/Industrial Technology
    - Automotive
    - Drafting and Design
    - Electronics
    - Industrial Management
  - Health Technology
    - Medical Record Technology
    - Nursing
    - Physical Therapist Assistant
    - Radiologic Technology
    - Respiratory Therapist
  - Public Service Technology
    - Administration of Justice
    - Community and Social Service
    - Early Childhood Development
    - Fire Science
    - Gerontology
    - Recreation Leadership
    - Teacher Training for Developmentally Disabled

DIPLOMA
- Automotive Systems
- Construction Management

CERTIFICATE
- Agricultural/Industrial Machine Repair
- Air Conditioning and Refrigeration Servicing
- Appliance Repair
- Auto Body Repair
- Automotive Analyses and Repair
- Automotive Parts Merchandising
- Building Inspection
- Career Studies
- Carpentry
- Clerical Studies
- Clerical Studies - Bookkeeping
- Corrections
- Culinary Arts
- Dietetic Assistant
- Drafting
- Early Childhood Instruction
- Electrical/Electronics
- Electrical Wiring (Residential and Commercial)
- Engineering/Technical Assistant
- Executive Housekeeping
- Food Service Management
- Furniture Reconstruction
- General Merchandising
- Hotel-Motel Management
- Industrial Maintenance
- Industrial Management
- Law Enforcement and Administration
- Legal Assistant
- Machine Tool Operations
- Masonry
- Media Production Technology
- Photography
- Plumbing (Residential and Commercial)
- Radio and Television Electronics: Service and Repair
- Respiratory Therapy Technician
- Solar Energy Installation and Maintenance
- Specialist in Aging
- Vending Machine Service
- Welding
- Woodworking

State Board For Community Colleges

1982 — 1983

Mrs. Christine J. Miles, Chairman
Mr. Francis T. West, Vice Chairman
Dr. James H. Hinson, Jr., Secretary

Mr. Ferdinand T. Day	Mr. Michael J. Quillen
Mr. George H. Gilliam	Mrs. Dorcene M. Steeves
Mr. Thomas R. Glass	Mr. Robert Austin Vinyard
Mr. C. Gerald Harris	Mr. W. Roland Walker
Mr. Lester A. Hudson, Jr.	Mr. Francis T. West
Mr. Daniel Jenkins	Mrs. Doreen S. Williams
Mr. Melvin D. Law	Mr. Earle C. Williams
Mrs. Christine J. Miles	

Virginia Community College System

Dr. James H. Hinson, Jr., Chancellor

Tidewater Community College Board

1982 — 1983

Mr. Bruce E. Melchor, III, Chairman
Mr. William M. Quinn, Jr., Vice Chairman
Dr. George Pass, Secretary

Mrs. J. J. Booher, Jr.	Mr. Doyle E. Hull
Mr. Lionel W. Brookins	Mr. Harvey N. Johnson, Jr.
Mrs. Ann Copeland*	Mr. Bruce E. Melchor, III
Mrs. Deborah K. Finger	Dr. Robert T. Mosby, Jr.
Mr. J. Wylie French	Mr. William M. Quinn, Jr.
Mr. Richard D. Guy	Mrs. Elizabeth J. Wood

*Succeeded by Mrs. Ada R. Michaels, March 17, 1983

President

Dr. George Pass

Provosts

Chesapeake Campus — Dr. Timothy H. Kerr
Frederick Campus — Dr. James C. Sears
Virginia Beach Campus — Dr. Michael F. La Bouve

Fiscal Operating Statement

Revenue July 1, 1982 — June 30, 1983

General Fund	
Student Tuition and Fees	$14,326,036
Federal Funds	5,175,407
Other	277,152
	8,299
Total	$19,786,894
General Fund	72.4%
Student Tuition and Fees	26.2%
Federal Funds	1.4%
Other	0.0
Total	100.0%

Expenditure July 1, 1982 — June 30, 1983

General Academic Instruction	$10,583,811
Public Service	11,585
Libraries	646,710
Academic Support	2,022,008
Student Services	1,730,014
Institutional Support	2,997,701
Physical Plant	1,815,067
Total	$19,786,894
General Academic Instruction	53.4%
Public Service	0.1%
Libraries	3.3%
Academic Support	10.2%
Student Services	8.7%
Institutional Support	15.1%
Physical Plant	9.2%
Total	100.0%

Financial Assistance To Students

July 1, 1982 — June 30, 1983

Pell Grants	$1,178,310
College Work-Study Program	192,868
Supplemental Educational Opportunity Grants	80,734
College Scholarship Assistance Program	56,716
Guaranteed Student Loans	$16,832
Other Scholarships and Loans	129,330
Total	$2,164,790

Grants Administered

July 1, 1982 — June 30, 1983

Library	$ 2,134
Handicapped Personnel Preparation	41,140
Vocational Education	1,500
Gerontology	8,000
Humanities	4,831
Cooperative Education	22,000
Veterans Cost of Instruction Program	37,378
Nursing Capitation	2,373
Funds for Excellence	9,000
Total	$130,800

Personnel

July 1, 1982 — June 30, 1983

Full-time teaching faculty	270
Part-time lecturers	437
Full-time administrators	70
Full-time federally-funded teaching faculty	0
Full-time classified	230
Part-time classified	87
Work-study students	115
Total	1,118

Highlights

- The economic impact of Tidewater Community College on the region served by the College was approximately $58,351,000 during 1982-1983.

- The three campuses held a series of breakfast meetings to familiarize leaders of local business and industry with the services the College can offer in training or retraining workers. Various heads of local businesses and industries recounted their first-hand experiences with Tidewater Community College training programs, and recommended them to their fellow business and industry leaders.

- The Tidewater Community College Educational Foundation is organized to accept charitable contributions for the support of the College, its students, and programs. This year the Foundation has accepted more than $29,000 in gifts from individuals and businesses in the community for the purposes of awarding student scholarships and enhancing academic programs. The fund now exceeds $65,000.

- With the Chesapeake Department of Parks and Recreation, the Chesapeake Campus co-sponsored the thirteenth annual Day in the Park, which was attended by an estimated 31,000 people. The festival included an art exhibit, working craftsmen, field day events, and a variety of foods.

- The Chesapeake Campus hosted a "Career Opportunities Day" for professional educators, student leaders, business people, and parents, allowing a closer view of the educational and training opportunities provided by the College.

- An anonymous donor gave more than $18,000 to buy a Steinway grand piano for the Frederick Campus music program. The Truck Center of Tidewater donated a tractor valued at more than $10,000 for the Frederick Campus trucking program.

- The Frederick Campus initiated an Engineering/Technical Assistant Certificate program in conjunction with the Norfolk Naval Shipyard Apprenticeship Program. Six hundred thirty-seven students earned certificates in 1982-1983.

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Tidewater Community College Educational Foundation

Partnerships for Excellence

PAST

PRESENT

FUTURE

BOARD OF DIRECTORS
1983—1984

Mr. William M. Quinn, Jr., President
Mr. J. Wylie French, Vice President
Mr. Lionel W. Brookins, Treasurer
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Mrs. J. J. Booker, Jr.
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Mrs. Ada R. Michaels
Dr. Robert T. Mosby, Jr.
Mr. Leonard T. Myers
Mrs. Elizabeth J. Wood

Dr. Cheryl W. Creager
Executive Director

Although officially chartered by the Virginia State Corporation Commission in January of 1981, the Tidewater Community College Educational Foundation, Inc. had its beginnings in 1978 when the Tidewater Community College Board and the president first began to explore the need for creating an organization to enhance the programs and services of the College.

Between the first discussion of an Educational Foundation in September of 1978 and the approval of its by-laws by the Virginia State Board for Community Colleges in April of 1979, the Educational Foundation became an important part of the future of Tidewater Community College.

The Tidewater Community College Educational Foundation was created to provide a means through which friends of the College could support its programs and services by making tax-free contributions toward a variety of projects including scholarships, equipment, staff development, facilities and an endowment.

In 1982 the Foundation became an official organizational unit of the College and appointed an executive director.

Assets of more than $85,000 in the form of cash and equipment are managed by the Educational Foundation. Of special importance are several memorial funds that have been established for faculty and students.

PAST

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Today, as never before, strong educational programs are vital to the economic well-being of every community and the nation. The high technology that will develop at an increasing rate during the next ten years will demand a highly sophisticated teaching and learning environment for student development. The *Partnerships for Excellence* program will help in achieving that environment.

The Tidewater Community College Educational Foundation is a non-profit, tax-exempt corporation chartered by the Commonwealth of Virginia. The Foundation exists in a supporting role to the College. Its purpose is to provide a structure through which individuals, corporations, and other organizations may financially support the programs and activities of the College.

The Foundation's fund-raising activities cover its four-city service region of Chesapeake, Norfolk, Portsmouth, and Virginia Beach, as well as part of Suffolk and Isle of Wight County. The College operates permanent campuses in Chesapeake, Portsmouth, and Virginia Beach, in addition to thirty-five off-campus locations serving students in the Tidewater area. Founded in 1968, the College is one of several multi-campus institutions in the state-supported Virginia Community College System.

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In response to the increased demand for educated and occupationally proficient graduates, the TCC Educational Foundation seeks the support of the community in providing contributions to the *Partnerships for Excellence* program to enhance the following services of the College to its students and the community:

- Provide scholarships to worthy students
- Secure training and laboratory equipment
- Encourage faculty and staff excellence through professional development
- Enhance and improve existing institutional facilities
- Fund special innovative projects to deliver and manage education
- Establish an endowment to ensure long-term growth and development

PRESENT

The Educational Foundation exists to support the mission of Tidewater Community College to provide quality educational opportunity for all who wish to learn. The College is dedicated to the belief that individuals should be given a continuing opportunity for the development and extension of their skills and knowledge, and an awareness of their roles and responsibilities in society.

Individual and community support through contributions to the Educational Foundation is needed to enhance the resources of the College. With financial assistance from the private sector, the College can expand the availability of scholarships to worthy students and can enlarge its services in providing trained personnel for the businesses and industries of Tidewater.

By encouraging *Partnerships for Excellence* alliances with business, industry, government, health services agencies and the public, Tidewater Community College will be able to expand quality educational opportunities to the community.

Tax deductible gifts to the TCC Educational Foundation can be made as designated or undesignated contributions. Undesignated gifts will be used by the College to meet whatever needs are considered to be the greatest at the time. Designated gifts may stipulate a specific use such as student aid, laboratory equipment, or faculty and staff development.

Gifts to the Foundation may be in the form of property, securities, equipment, cash, insurance policy benefits, bequests, testamentary trusts, charitable remainder unitrusts, and memorial funds. Gifts of other than cash should be conveyed to the Foundation with the advice of the donor's attorney.

All contributions are tax exempt under Section 501(c)3 of the Internal Revenue Service Code. Bequests to the Foundation are exempt from Virginia inheritance taxes.

Your thoughtful consideration and full support of the *Partnerships for Excellence* program is encouraged. More information may be obtained by contacting the TCC Educational Foundation Office.

FUTURE

TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.

Tidewater Community College - District Office
State Route 135
Portsmouth, Virginia 23703
(804) 484-2121, extension 202

Chesapeake Campus
1428 Cedar Road
Chesapeake, Virginia 23320

Frederick Campus
State Route 135
Portsmouth, Virginia 23703

Virginia Beach Campus
1700 College Crescent
Virginia Beach, Virginia 23456

This brochure is funded by the TCC Educational Foundation, Inc.

Virginia Community College System
An Equal Opportunity/Affirmative Action Institution

TIDEWATER COMMUNITY COLLEGE

The College is a non-residential institution offering comprehensive programs designed to meet the educational and training needs of area citizens, business, and industry.

The curricula, leading to a wide variety of associate degree, diploma, and certificate programs, include the first two years of university parallel-college transfer instruction, and occupational-technical education. In addition, the College offers special training and community service programs.

Tidewater Community College, founded in 1968, is one of several multi-campus institutions in the state-supported Virginia Community College System. Serving a district of over a thousand square miles, the College was established to meet the educational needs of the cities of Chesapeake, Norfolk, Portsmouth, Virginia Beach, a part of Suffolk, and a part of Isle of Wight County.

The College presently is composed of the District Office, three permanent campuses, and one full-time educational center. Classes also are taught at several off-campus locations, on various military installations, and in the community.

Tidewater Community College is approved by the State Board for Community Colleges and by the Virginia Community College System. It is accredited by the Southern Association of Colleges and Schools.

This brochure is funded by the TCC Educational Foundation, Inc.

Virginia Community College System
An Equal Opportunity/Affirmative Action Institution

Chesapeake Campus
1428 Cedar Road
Chesapeake, Virginia 23320

Frederick Campus
State Route 135
Portsmouth, Virginia 23703

Virginia Beach Campus
1700 College Crescent
Virginia Beach, Virginia 23456

Tidewater Community College · District Office
State Route 135
Portsmouth, Virginia 23703
(804) 484-2121, Extension 478

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC

A LASTING MEMORY
THE MEMORIAL FUND

Tidewater Community College
Educational Foundation, Inc.

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PURPOSE

A memorial fund is a very special way for family and friends to make charitable, tax deductible gifts to create a scholarship fund for worthy students. Without assistance through scholarships, many students would be unable to begin or complete a college education.

Family and friends often want to make gifts in memory of a loved one in a manner that will last for many years. Of special importance is the fact that memorial funds managed by the Tidewater Community College Educational Foundation will directly benefit our own community and local area.

The Tidewater Community College Educational Foundation can assist you in establishing a memorial fund that will provide a lasting memory for years to come. A fund of this type can assist students from our community to become better educated and to contribute to our society as responsible citizens.

CONTRIBUTIONS ARE TAX DEDUCTIBLE

All gifts to a memorial fund through the Tidewater Community College Educational Foundation, Inc. are tax deductible to the donor.

The Foundation is chartered by the Virginia State Corporation Commission and is approved as a non-profit, charitable organization by the Internal Revenue Service.

HOW TO CREATE A MEMORIAL FUND

The Tidewater Community College Educational Foundation can accept donations to a memorial fund that has been created by a family member or friend through an initial contribution. This first gift to begin the fund can be as large or as small as the donor wishes.

Gifts to a memorial fund can be made in the form of cash, negotiable securities or insurance policy proceeds. The initial gift can be made by one person or as a collection from friends, business associates, or the family.

A telephone call to the Educational Foundation Office will initiate the fund. The first donor can mail a check to the Foundation to establish the fund. Once the fund is created, the Foundation staff will provide information to the community through local media so that others are encouraged to make donations.

The family can discuss the type of fund and the purposes for which the fund will be used. If the family or friends creating the fund have a special interest in a particular academic program, or if they wish to designate the fund for the use of purchasing equipment or establishing a scholarship, these preferences can be accommodated through the Foundation Office.

Those who create the memorial fund can be as involved as they wish in determining the use of the proceeds from the fund. The Foundation Office will work cooperatively with the family and friends to arrange scholarship criteria for awards or the administration of the fund, and its application of monies collected can be handled by the College and the Educational Foundation staff.

The Foundation Office maintains complete records of all gifts and will provide the family with this information for their personal acknowledgements to donors if they wish. Appropriate acknowledgement of all gifts, together with receipts, are sent to all donors from the Foundation Office.

WHAT CAN YOUR GIFT ACCOMPLISH?

Through the Tidewater Community College Educational Foundation, memorial funds can provide a living memory of someone who valued education and its outcomes. A fund of this type can also memorialize the person who was interested in community betterment and in directly benefitting our local area through the support of quality educational programs.

Today, as never before, strong educational programs are vital to the economic well-being of every community. A memorial fund in support of education will help in achieving that goal.

In response to the increased demand for educated and occupationally proficient graduates, the Tidewater Community College Educational Foundation seeks support to enhance the following services of the College to its students and the community.

- Provide scholarships to worthy students
- Secure training and laboratory equipment
- Encourage faculty and staff excellence through professional development programs
- Enhance and improve existing institutional facilities
- Fund special innovative projects to deliver and manage education
- Establish an endowment to ensure long-term growth and development

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These items will be included in the August 1984 revision of the manual:

1. Visa/MasterCard information sheet and authorization card.

2. Foundation Chart of Accounts and campus debit memorandum.

3. "Help Build the Foundation" handout/flyer that is used at literature tables.

4. List of Forms.

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC.
Portsmouth, Virginia 23703

DISTRICT OFFICE
(804) 484-2121

VISA AND MASTERCARD PROCESSING INFORMATION

An agreement has been negotiated for contract services for Visa and MasterCard in accepting donations to the Educational Foundation. This agreement is separate from the Visa and MasterCard that is currently being used for the College in payment for tuition.

The following information is provided for your file and reference. If you have any questions, please call the Foundation Office.

1. Visa and/or MasterCard may be used in making donations to the Educational Foundation through either campus or District Office.

2. Direct mail solicitations or phonathon solicitations may utilize the Visa and/or MasterCard method to receive payment of pledges and/or gifts.

3. Any campus office or organization that plans to include Visa and/or MasterCard in a solicitation should first contact the Foundation Office to make the necessary arrangements.

4. The Foundation Office staff will assist in preparing any printed materials (brochures/pledge cards/flyers) that would include a reference to the use of Visa and/or MasterCard.

5. The Foundation Office must be involved prior to referencing Visa/MasterCard on printed matter or through telephone solicitations for fund-raising.

6. Donations using Visa/MasterCard will come to and be processed by the Foundation Office. Campuses will not be responsible for imprinting Visa/MasterCard tickets. The only Foundation imprinter will be kept at the Foundation Office with one account number.

7. Each solicitation effort (by campus) will use the one Visa/MasterCard account. Allocation of collections and allocation of percentage fees will be processed by the Foundation Office and District Accounting. Each campus will receive periodic totals of funds collected and fees allocated for use of Visa/MasterCard. (Our current negotiated fee/rate is 3% per transaction. The range of possible fees was from 2% to 9%.)

(Continued)

8. The Foundation Office will verify card status (stolen/account closed) and will gain authorization (Visa over $50 and MasterCard over $75) numbers on donations that are obtained through direct mail that comes in to the Foundation Office. (We recommend that direct mail solicitations use a postage paid return envelope directed to the Foundation Office for collection of donations particularly when Visa/MasterCard is used.)

9. When a transaction charge ticket is written and imprinted at the Foundation Office (as a result of direct mail solicitation and pledge/donation cards), we will indicate on each charge slip which campus (or other designation) is appropriate. By doing this, each campus will receive proper credit for gifts solicited. Also the donor will receive his/her copy of the charge slip which will indicate the campus and/or other designation as needed.

10. Once a donation is made using Visa/MasterCard, the Foundation Office will:

    a. mail the donor copy with thank you letter (unless a campus representative will be sending it)

    b. maintain our copy of the transaction

    c. forward bank copy and accounting copy to District Accounting

11. District Accounting will:

    a. collect all bank copies of transaction tickets

    b. forward bank copies to bank

    c. allocate donations by campus (or as otherwise designated)

12. As the monthly fee (3% per transaction) becomes due, District Accounting will process the payment to the bank and will allocate the appropriate dollar fee to each campus Foundation account.

If there are any questions regarding this process, please call the Foundation Office.

We look forward to utilizing the Visa/MasterCard services extensively in our fund-raising work. Please assist us in promoting this method of making a gift to the Tidewater Community College Educational Foundation.

CREDIT CARD AUTHORIZATION

Please use my Visa/MasterCard as indicated below to charge my gift of $ _____
to the Tidewater Community College Educational Foundation, Inc. I understand that my gift is tax deductible.

☐ Visa ☐ MasterCard Card Expiration Date _____

Card/Account Number _____

Donor's Signature _____

Please fill in the amount of your gift, check the box for which card you wish to use, fill in the card expiration date and the complete credit card account number. Please sign (do not print) this authorization and enclose it in the pre-addressed return envelope.

Thank you for your gift and for your support of the
Tidewater Community College Educational Foundation, Inc.

TCCEF-07/83

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC.
Portsmouth, Virginia 23703

DISTRICT OFFICE
(804) 484-2121

REQUEST TO DEBIT FUNDS FROM FOUNDATION ACCOUNTS

- Please use this form to request a payment from any fund being held in escrow by the Foundation. Type or print the form. Please attach any supporting documentation such as invoices, bills for services, list of items to be purchased (including vendors and addresses), or requests for use of funds. (Bids are not required on purchases, but are encouraged to conserve funds when possible.)
- Distribute the form and attachments as noted on the routing list.
- Please obtain approval for debits prior to forwarding to District Accounting.
- Checks for payment will be returned to the requestor. Please make your request as far in advance as possible to insure timely processing. When possible, checks should be payable to a vendor for services rather than reimbursing a College employee.

CAMPUS _____ DEBIT ACCOUNT # _____

DATE _____ AMOUNT NEEDED $ _____

PURPOSE _____

_____

_____

_____

Make Check Payable To _____

Date Check Needed _____

APPROVED BY _____ Date _____

(Provost or Campus Foundation Committee Chairman)

Requestor's Signature _____

Requestor's Name _____

Position/Title _____

Office/Extension _____ Extn _____

Original District Accounting
1st Copy Foundation Office
2nd Copy Campus Provost
3rd Copy Campus Foundation Committee Chairman
4th Copy Requestor's File

100

TCCEF-08/84

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC.
Portsmouth, Virginia 23703

DISTRICT OFFICE
(804) 484-2121

CHART OF ACCOUNTS

DISTRICT-EDUCATIONAL FOUNDATION OFFICE (100)

100.01	Administrative
100.02	Foundation Staff Development
100.03	General
100.04	AACES (Assn. for Assistance of Cooperative Education Students)
100.05	Interest Not Allocated

FREDERICK CAMPUS (200)

200.01	Book Scholarship Fund
200.02	Faculty-Staff Development
200.03	General
200.04	Honors Program Fund
200.05	Morgan Memorial Fund
200.06	Music Scholarship Fund
200.07	Partnerships for Excellence Fund
200.08	Trucking Program Fund

VIRGINIA BEACH CAMPUS (300)

300.01	Bridges Memorial Fund
300.02	Career Resource Center Fund
300.03	Consumer Education-TV Project Fund
300.04	Continuing Education Office
300.05	General
300.06	Hooks Memorial Student Loan Fund
300.07	Laney Memorial Fund
300.08	William E. Wood Tuition Loan Fund

CHESAPEAKE CAMPUS (400)

400.01	Continuing Education Office
400.02	Cowden Memorial Fund
400.03	Einwick Scholarship Fund
400.04	General
400.05	Landscape Project Fund

ENDOWMENT (500)

500.01	Beasley Fund (P+I)

(Used as handout - literature table, graduation)

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC.
Portsmouth, Virginia 23703

DISTRICT OFFICE
(804) 484-2121

HELP BUILD THE FOUNDATION

Your help is needed to make the new Tidewater Community College Educational Foundation a success. The Foundation has been established to provide students, graduates, employees, and friends of TCC with a way to contribute tc the growth and development of the College.

The Foundation can accept gifts of money, equipment, and other real and personal property. Each gift or its equivalent value is tax deductible to the donor. Gifts to the Foundation may be used by the College in a variety of ways.

- student scholarships based on merit and need, either as grants or loans
- gifts of equipment for state-of-the-art training in classrooms and labs
- purchase of books and learning aids for the classroom, the library or the learning laboratories
- leadership training for student organization members
- financial support of special learning projects for students and faculty
- professional development training for faculty and staff
- public information and public relations support of the College and its programs and services

Donations to the TCC Educational Foundation can be made in many different ways, each of which is important to the growth and development of the College.

- direct gifts of money or negotiable securities
- gifts of equipment, furniture, supplies, or services
- establishment of memorial funds
- donations of real estate, works of art, books, antiques, and other valuable property that can be converted to cash or held for appreciation in value
- deferred giving through insurance policies and estate planning
- volunteering time and services to the College
- lending support through good will and strong community relations

...continued...

If you are interested in "helping to build the foundation" for Tidewater Community College, please complete the information sheet below and mail it to the Foundation Office.

You are also encouraged to call the Foundation at 484-2121, extension 478 to discuss how you can help this new and expanding activity at Tidewater Community College. The Foundation staff will be pleased to discuss with you a variety of ways that you can help both now and later to "build the foundation."

- -

Tidewater Community College
Educational Foundation, Inc.
State Route 135
Portsmouth, Virginia 23703

(804) 484-2121 ext. 478

I am interested in learning more about the Tidewater Community College Educational Foundation. I have indicated below my areas of interest.

(Please check one or more.)

____ Please call me to discuss a gift to the Foundation.

____ Please send more information by mail.

____ I am interested in volunteering time to the Foundation and to the College. Please call me to discuss where I can help.

____ My community organization or business would like more information on gifts to the College and on scholarship programs to be arranged for students.

Organization/Business Name: _____

____ My gift of $_____ to the Foundation is enclosed. (Please do not send cash by mail. Receipts will be provided for all contributions.)

Name: _____

Address: _____

City_____ State_____ Zip_____

Telephone: Home_____ Office_____

This Foundation supports your community college.

TIDEWATER COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION, INC.

List of Forms

VCCS 101	Request for Authority to Accept Donations, Gifts, or Grants
TCCEF-02/82	Payroll Deduction Authorization for Educational Foundation Donations
TCCEF-03/83	Transmittal Memorandum for Gifts of Cash or Gifts by Check
TCCEF-04/83	Acknowledgement Letter for Gifts of Cash or Gifts by Check
TCCEF-05/83	Intent to Make a Planned and Deferred Gift Form
TCCEF-06/83	Transmittal Memorandum for Gifts that Require Prior Appraisal of Value
TCCEF-07/83	Credit Card Authorization
TCCEF-08/84	Request to Debit Funds from Foundation Accounts

ERIC CLEARINGHOUSE FOR
JUNIOR COLLEGES
UNIVERSITY OF CALIFORNIA

JUN 15 1984

8118 Math-Sciences Building
Los Angeles, California 90024